



Chairman Maria Eugenia Leon Guerrero
Vice-Chair Patricia Ann P. Ada
Commissioner Mayor John E. Cruz
Commissioner Gregory D. Perez
Commissioner Rita T. Franquez
Commissioner Nick Keswani
Commissioner Eduardo J. Calvo
Commissioner Carlos Madrid Alvarez-Piñer, PhD
Executive Director Lasia Casil



The Honorable Lourdes A. Leon Guerrero
Governor of Guam

The Honorable Joshua F. Tenorio
Lieutenant Governor of Guam



ATURIDAT NUMA'LO YAN INADALANTON HAGÁTÑA

(Hagåtña Restoration and Redevelopment Authority)

Board Of Commissioners - Regular Meeting

Friday, September 6, 2019 - 8:00am

World Cafe Small Conference Room, Fiesta Resort Hotel, Tumon

AGENDA

- I. Call to order:
- II. Attendance:
- III. Approval of July 25, 2019 Meeting Minutes:
- IV. Reports:
 1. Executive Director Report
- V. Old Business:
 1. Regular Meeting Standardization
 - a) Day and Time Standardization
 - b) Robert Rules of Order Adoption
 2. Hagåtña River Flood Risk Management Update
 - a) Scope of Work Contract Amendment Approval
 3. FY 2019 Budget
 4. FY 2020 Budget
- VI. New Business:
 1. Appointment of HRRA Secretary
 2. Appointment of HRRA Treasurer
 3. Agency Comments on Hagåtña Master Plan
- VII. Announcements:
- VIII. Next Meeting:
- IX. Adjournment:

*motion → full board.
Friday.*

→ Oct 4.

- Nick Keswani

*Thursday.
5pm*

Oct 3.

Nick-jake.

Nov 7.

*Gov. Nick - Treasury Rec 5
Patty.*

5pm.

*→ Define Policy & Task
Master Plan*









*9:28
al..*

HRRA Board of Commissioners Regular Meeting Sign In Sheet

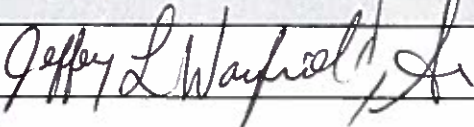
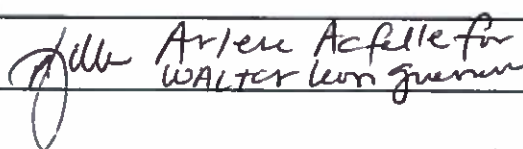
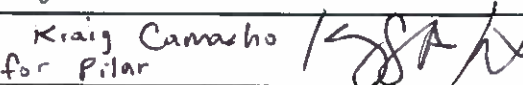
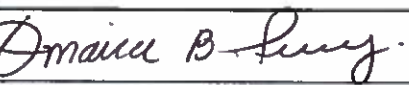
September 6, 2019

World Cafe, Fiesta Resort Hotel, Tamuning

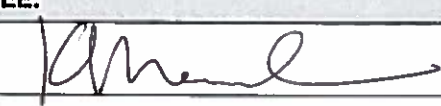
BOARD MEMBERS:

Chair	Maria Eugenio Leon Guerrero	
Vice Chair	Patricia "Patty" Ada	
Commissioner	Mayor John Cruz	
Commissioner	Nick Keswani	
Commissioner	Greg Perez	
Commissioner	Eduardo "Jake" Calvo	
Commissioner	Rita Franquez	
Commissioner	Carlos Madrid Alvarez-Piñer	


EX-OFFICIO MEMBERS:

Dept. Integrated Services for Individuals with Disabilities (DISID)	Director Phyliss Leon Guerrero	
Dept. Land Management (DOL)	Director Joseph M. Borja	
Dept. Parks and Recreation (DPR)	Director Richard Ybanez	
Dept. Public Works (DPW)	Director Vincent P. Arriola	
Guam Environmental Protection Agency (GEPA)	Administrator Walter Leon Guerrero	
Guam Preservation Trust	Joe Quinata	
Guam Visitors Bureau (GVB)	President & CEO Pilar Laguaña	
I Kumisión i Fino' CHamoru	Hope Cristobal	
Micronesia Area Research Center (MARC)	Omaira Brunal Perry	

LEGISLATIVE OVERSIGHT COMMITTEE:

Chair	Senator Kelly Marsh Taitano	
Vice Chair	Speaker Tina Muna Barnes	

HRRA:

Executive Director	Lasia Casil	
Staff	Joseph Santos	

HRRA Board of Commissioners Regular Meeting - Guest Sign in Sheet

Location: World Cafe, Fiesta Resort Hotel, Tamuning

Date: Sept. 6, 2019

	First/Last Name	Affiliation	Phone	Email
21	Don Kraker	Tostiguana	—	—
22	Perline Villaverde	36th Guam Legislature Oversight Committee	463-3786	relaxdseuator.kelly@gmail.com
23	Carl KUAM	KUAM	635-2645	.
24	Brent	KUAM	688 3825	am@kuam
25				
26				
27				
28				
29				
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September 27, 2019

MEMORANDUM

TO: Senator Kelly Marsh (Taitano), PhD.

FROM: Chair Maria Eugenia Leon Guerrero, HIRRA

SUBJECT: HIRRA-Related Communications

Hafa Adai.

Firstly, the HIRRA would like to express Un Dangkol na Si Yu'os Ma'ase for your support in securing our 2020 budget. The funds will go a long way in sustaining our mandates and operations.

I would like to ask for your assistance regarding HIRRA-related communications moving forward. As we continue to move forward with our work, it is important that our two offices remain in close coordination. In that spirit, we request that prior to distributing information related to the Hagåtña Master Plan that you please consult with the HIRRA office and Executive Director Casil. Also, for all written communications please email a copy to myself at leonguerrero.m@gmail.com and Executive Director Casil at lasia.casil@hrra.guam.gov. This will help us in several ways:

1. Provides real time notification of all communications so that we may coordinate a timely response and prepare for media inquiries, as necessary.
2. Affords an opportunity to review and ensure that information being communicated between stakeholders is up-to-date and accurate.
3. Ensures that distribution of information reaches all of our board members and other critical stakeholders.

Of course, communication goes both ways, so please do let us know if there is any way that we can improve how we are handling things from our end as well.

I also wanted to thank you for taking the time to attend our last board meeting. Your presence and support is very much appreciated. As you probably noticed, one thing we are struggling with is keeping our meetings

to a reasonable time frame. If there are items that you would like to address with the board, please inform the Executive Director prior to the meeting so that she may add it to the agenda.

Lastly, I wanted to clarify a point in your letter to Senators and Stakeholders dated September 13, 2019. You mentioned that the Zoning Ordinance will be part of the package to be approved by the Board, *I Muga'Haga* and *I Liheslatura*. However, please note that the only documents to be submitted for review are the Hagåtña Master Plan, the Map Atlas and the Design Guidelines. Changes to zoning will be addressed according with Public Law 24-110:

79303. Powers and Duties of the Authority. The Authority shall have all the powers necessary and convenient to carry out and perform the purposes and provisions of this Chapter, except the power to level and collect taxes or special assessments, including the following, in addition to other powers granted in this Article, and may: (n) notwithstanding any other provision of law, to establish zones and boundaries, after public hearing, regulating buildings and structures and the nature and extent of their use, so that the Project may be developed in an orderly manner in accordance with the Plan."

Again, thank you for your support. We look forward to working with the Legislature and Stakeholders in promoting and preserving our CHamoru culture through the restoration and rebuilding of our capital city of Hagåtña.

Si Yu'os Ma'ase,



Maria Eugenia Leon Guerrero
Chair
HARRA

Cc: *I Muga'Hagan Guahan*
Speaker
Senators
HARRA Board of Commissioners
HARRA Executive Director



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**Hagatna Restoration and Redevelopment Authority (HRRA)
Regular Board of Commissioners Meeting Minutes DRAFT
September 6, 2019
World Cafe, Fiesta Resort Hotel, Tamuning, Guam**

- I. **Call to Order** - Chair Maria Leon Guerrero called the meeting to order at 8:13am.
- II. **Attendance** -
 1. Board Members Present - Chair Maria Leon Guerrero (Chair), Vice Chair Patricia Ada (), Mayor John Cruz (Mayor Cruz), Commissioner Nick Keswani (Nick), Commissioner Greg Perez (Greg), Commissioner Eduardo "Jake" Calvo (Jake), Commissioner Rita Franquez (Rita), Commissioner Carlos Madrid (Carlos)
 2. Ex-Officio Members Present - Jeffrey L. Warfield (DISID), Arlene Acfalle (GEPA), Kraig Camacho (GVB), Omairu B. Perry (MARC)
 3. Legislative Oversight Committee: Senator Kelly Marsh (Taitano)
 4. HRRA Staff: Executive Director Lasia Casil (Lasia), Joseph Santos
 5. Guests: Stacy Salas (OAG legal counsel)
- IV. **Approval of Minutes** - Nick had a few comments about the minutes and asked for more time to read over them and get back to it at the end of the day.
- V. **Reports** -
 1. Executive Director - Lasia-I met with with DRT on August 19, 2019 to further discuss the money owed to HRRA from the taxes on real estate improvement in Hagåtña. Its still a work in progress. DRT still needs to separate payments for land from payments for structures. Chair-Is there an ETA? Lasia-I hope within the next few months. On 28 August, Joseph Santos and I met with Guam Silver Jackets to discuss the River Feasibility Study by the ACOE and it is reported that the study may be completed by the end of 2020. The new FEMA FIRM map is scheduled to be completed by early 2020. On August 29, I attended the EDA grants working session hosted by GEDA to go over the Comprehensive Economic Development Strategy (CEDS). Chair-When will the River Feasibility Study to be performed by ACOE will be completed and who is taking the lead on this. Lasia-DPW Director Vince Arriola has been assigned the lead on this by the Maga'Håga and it is expected to be completed in late 2020. On September 4, 2019, I met with the

Maga'Håga to sign bill 186-25 into law. HRRRA now has a budget appropriated by the Legislature. HRRRA took on a new administrative assistant in training on Wednesday, September 4, 2019 with the SCSEP program. I would like to start meeting with individual senators to start discussing and educate them on the plan and get their feedback and concerns and if the Board has any issues with her meeting the senators? Not many have attended the informational hearings. Senator Marsh- Is a bit early before the Board has gotten settled and before they have addressed the agency feedback. Chair-Is it more collecting feedback? Lasia-I want to make sure the public is getting the correct information. Chair-Our goal is to have the HMP approved by the end of the year so its better that we get all feedback upfront so we can work with them. Senator Marsh-I suggest we give the senators the digital copies to review. Nick-Once we receive the input what is done with the input from all the departments and divisions? What if there are differences of opinion? Chair-That this is what we have to decide. Lasia-The discussion of the agency comments is a line item on the agenda to be discussed under new business, and for now does anyone have issues with her speaking with the public, senators and media? Chair-Does Senator Marsh have any suggestions on how to approach the senators? Senator Marsh-I recommend sending out digital copies of the plan to review and then making the appointments. Nick-I recommend that we consolidate the comments for review. Joe- May I remind the board that the process is supposed to function pursuant to law, before the product is approved by the board, it goes through a thorough review process by the experts within the government agencies within the respective field. Once that input is in and reviewed and their concerns are addressed within the plan or if it cannot be addressed where will it be addressed at, because it could be addressed in the Zoning Law a document other than the Master Plan. Before the board approves it or gives it out to the public, because really the document is not a public document, it is still considered a work in progress and so unless the board approves it, its not a public document, and if you give to the senators now, they may have questions that an expert in the field may have already commented on or addressed and the master plan may change in terms of what was in the policy or what was in there to address the issue or what the agency commented on. So, we can go before the senators and ask for their input but what is the final product because the senators and governor have to review the final product not the work in progress. We can provide a copy its on hagåtñamasterplan.com. Chair-I am not familiar with government process, but my thoughts are is our role is first to deliver the plan first to the Maga'Håga she will approve it then to the legislature for approval, and that's when it is final, since those are the 2 authorities who are approving it, my thoughts are before we give it to them lets make sure it s a slam dunk, so when we get to that point, you know what I mean. Yes, we have the agency feedback but its good to get the people who are actually going to approve it to look it over and tell us if there is some game or showstopper in there so we won't be wasting our time. Nick-that's the general idea so when it goes to the governor, the legislature will have already looked at it and legislators are also on board, so its more of a formal process so we don't get a showstopper like you said earlier. Chair-That's my thoughts why we need to get feedback before we finalize it. Lasia-I am going to bring all of issues, questions and concerns before the board for discussion. Next I would like to start reaching out to the Chambers and different stakeholder organizations to also give the presentation on the master plan, there are a lot of questions out there, I get calls all the time, and wants to make sure the right information, not necessarily the document, but hey this

is where we are at, this is the status of the board, this is the document we're working on, people have questions about the projects we're working on and what's real what's not, so it's just an educational campaign, so with the Chamber you have to schedule 3-4 months in advance because every month they have a presentation so if that's ok with the board, I'd like to go ahead and start doing that? Senator Marsh- That sounds like it would be a vastly different presentation than the one that's been given thus far, because the one given thus far, is kind of an overview, so if you're talking about where you guys are at and all the things that you listed, prices wise, what your outline sounds very good, it would be a vastly different presentation than the one that's been given thus far? Lasia-Not Really, it's the same powerpoint presentation that we gave at our informational hearing back in March, same one that we gave to the Rotary club. We've tweaked a few slides here and there but it's the same, but we don't think that has gotten out there enough, there is still old information out there and I still get questions from people at the chamber, so it's basically the same 50 slides. Chair-Is everyone ok with it? All responded yes. Nick- Yeah, I haven't seen the presentation. Chair-It's the slides we saw very first at ITC and I suggest 50 slides is too much and it should be edited to 10-15 minute presentation. Joe- During the education program the slides will be shown to the board members and it's just an informational briefing to the public. Chair-I'm concerned that once the information is put out there, especially the business community, we need to be ready for feedback, and the time for community feedback is done and we need to be clear about that and not cause confusion. Joe-Matrix Design group already got their initial input and did the community charettes and did initial briefing and presentation to the chamber and rotary. Chair-Make sure that slides be included to show what processes have already been done so far and what processes are yet to come so they understand that we are not asking for feedback at this time but this is where we are in the process. Nick requested copies of the slides. Lasia-I plan to reach out to the Chamber, Women's Chambers, Rotary Club etc... Chair-Please inform the board so they can be there to support. Greg- My concern was that the board will never get in motion because they're waiting for everybody to provide comments and that could take until next year. Here's a request for consideration, brief the new board members of what effort has been put into the master plan and get it approved subject to updates, laws that may have change and updates from different agencies and then we can have board approval. The present master plan still in a tentative stage is getting stuck. If we're going to all the agencies for feedback. Chair-That feedback has been done and 4 agencies responded and now the only party that will be solicited are the senators. Greg-Can we approve the master plan subject to updates, reviews, input and amendments and then move forward? Nick-I don't think it's a good idea because of so many gaps since the board hasn't met in a year, agencies may have changed their minds, until they know what those changes are, if they are small changes he agrees, but if it's a major change that requires Matrix update and modify the master plan then they have to go through contracting process and give a change order, so that when they send it to the Governor it's an incomplete document, and not a document that 3 months from now, yes we approved it tentatively, however, those big changes cost us half a million dollars, and that would be bad for the board and the agency. Chair-Is your concern that you don't think we should be doing PR until the plan is approved? Greg-We're going to go through the PR effort and people are gonna ask if the plan has board approval yet? Our answer is going to be no. So if we go through that next step approve it as is, as completed, then we don't have to worry

about the 95%. Joe-The plan is 100% complete and there were inputs and those inputs were addressed by agencies and now we are going back to get further input and see if any agencies response have changed. Remember what we're doing in the master plan you're building a city and what is the policy that you need to give you the guidance and the vision to build that city? It's not that different from building a city someplace else. The policies are all similar and now we have to take that and make it uniquely Guam. Chair-The issue is right now where we are at, we have the agencies feedback, its not going to be resolved quickly. I think to have the plan approved by the end of the year is a pretty ambitious goal, that 4 months or 4 board meetings from now. I think its gonna take us at least until the end of the year to even come close to approving something, resolving the feedback from the agencies, potentially from the senators, and having something that is ready to submit to the Governor, I think that would be ambitious. In the meantime, we do have questions from the community, we're not going to be handing them the plan itself, its just more an overview, to say here is what we've done, we have a board in place, here's the concept, here's where we are at in the approval process, just something to educate the community to let them know that we're moving on it and its not something that's been shelved, I think that would be beneficial. Patty-Maybe we're talking two different things here. Greg-We did those charettes, we did it in the museum, in the past office, in the Terlaje building and there were 3 opportunities and there was public attendance and public input. Chair-We're not looking for public input, this is just education, like, this is what we're doing. Carlos-To get other agencies and other community groups engaged, in the overall idea of Hagåtña restoration, I see the convening of the presentation, I understand the concerns, since the plan has been previous comments have been gathered and new comments on the way, a presentation that shows the restoration is moving I think to be convenient and I like the idea. Not approving it before major concerns from any of the agencies have been addressed, the second time they have been addressed. Chair-The second set of concerns has not yet been addressed, and that is what we have to address by the end of the year. Carlos-We have to expect those, and this seems to be the right time to mention to the community that these comments are being addressed and the engagement of the other relative agencies are being incorporated into the master plan that is a positive message to deliver. Chair-If there is no major concerns then we will move forward with the PR and the PowerPoint presentation from Lasia.

VI. Old Business

1. Regular Meeting Standardization - Chair-I propose the first week of the month towards the end of the week. Nick-That works better because the end of the month there is holiday and Christmas. Nick made the motion for the monthly meetings for this calendar year to be on the first Thursday of each month at 5:00pm at the HRRR office in the ITC building. Vice Chair seconded the motion and all voted in favor for the next meetings to be on October 3, November 7 and December 5.
2. Robert Rules of Order - Lasia-Legal counsel said the board can be casual or follow the rules. Nick made the motion that the committee follow Roberts Rules of Order and parliamentary procedure. Jake seconded and all voted in favor.
3. Hagatna River Flood Risk Management Update - Lasia-The memo dated April 24, 2019 refers to an open contract with Matrix and last payment was made in April 2019. The remaining part of their contract is Phase 7: the Hagåtña River Flood Feasibility Evaluation. Which is when the study is done, they will go over it and

make sure that it is done properly. They have completed 30% of the contract and we have paid for that. The remaining part of the bill is about \$50,000. This is just a vote to extend the contract until that portion of the contract comes up but it can't be done until the River Feasibility is done. Chair-Is this an extension for years? Lasia-It can be extended for 3 months or 6 months or until whenever the study is done or at least a couple of months until we get more information. Joe-I would like to give background on what's happening, part of the contract between Matrix, GEDA and HERRA is to evaluate what is needed to update the flood study that was already done back in 1985 and where does the board need to go to because you can't develop the city of Hagåtña without channeling the river, you can but it's gonna be more expensive. One of the things that the chairman at the time asked is how long is it going to take for the Army Corps of Engineers to do the study and normally under the Water Resources development act it takes 3 years for a feasibility study to be updated. The ACOE, Milton Yashamoto said I think we can abbreviate to maybe 2 years to 18 months and it's from the time that you give them the money. The total cost is going to be 3 million dollars to update the study according to the last report that was provided and the government of Guam has to provide 50% of that. Senator Marsh-I thought the last communication from the governor was that she met with them in Hawaii and they were at no cost going to do an update. Lasia-There is a matching that the government has to meet. Joe-Gov Guam still has to pay over a million dollars. The reason Matrix didn't complete phase 7 of the evaluation is because is it more inexpensive to go with a private contractor to update the feasibility study or is it with ACOE? You're looking at time and cost. Matrix came back in their memo and said they could complete it within 7 months. Senator Marsh-I have a letter from the Governor that said it is her understanding that the conduct of the study that they are now talking about is which is just updating the previous study does not require a local cost share and I believe there is an affirmation back from them so is there something that has changed? Lasia-I am not familiar with the letter may I see it? This letter is regarding the Flood Insurance Rate Map (FIRM Map) which is completely different I have a copy of the letter. Joseph-Don't confuse the ACOE with FEMA. FEMA deals with the national flood insurance program they're the one that says this is what you have to build, ACOE deals with addressing flood measures, how do you mitigate against that? It has to be navigable waters. Lasia-We're getting off topic can we please get back? Senator Marsh-I would like further clarification from Roland about whether Edwin Reyes said the update of the FIRM map meet the needs of what is needed for the plan? Roland-I recall that my last conversation with Edwin Reyes from BSP, Edwin said that the ACOE was going to conduct at no cost a study, the data from that will relate to the rechannelization and redesign of the river. Lasia-I did meet with Edwin on August 28 at the Silver Jackets meeting and we did discuss this and the subject he speaking about is FEMA and reevaluating and creating the FIRM maps. I asked him if Hagåtña was going to be included in that study and he reaffirmed yes to update the FIRM maps not the River Feasibility Study. Chair-Can we take a step back. So, the unfinished scope that we have already contracted Matrix to do is not the River Feasibility Study itself? Lasia-Correct. Chair-So there is the RFS that's one piece and so this piece is what? Lasia-Matrix is contracted by the government, they represent the government to make sure that anyone we contract does their work and is complete, so that's what this is about whether it's the ACOE or another contractor, Matrix will evaluate and make sure they've done their work. And that's all we're asking for is an extension of that. Chair-So there are two pieces that need to be done, the RFS and this second

audit to make sure that study is complete, so what's on the table now for the no-cost extension, is to just give a time extension because the RFS is not done and its not and far as we know, its going to get done until the end of next year, potentially, if we go with the ACOE, so Matrix can't do their piece until the ACOE finishes their piece, so at this point were not really debating who we're choosing, were just doing a time extension for the contract for the piece we've already paid for. Joe-Madame Chair, may I clarify that? The evaluation just says where are you at at this time? It's not saying or taking a new study and incorporating it. It's evaluating what needs to be done in order to move forward and part of that is making sure that the study is updated. They're doing an audit of where we are at now. Chair-Wouldn't having the RFS done be a pre-requisite of them finishing? Joe-No. They're not being paid to do the study, they're being paid to bring to the board where we are at in terms of channeling the river and part of that is updating the RFS. It's a requirement of the ACOE to update the study. Chair-So can Matrix do this piece of the scope without the RFS? Lasia-Let me clarify that. Senator Marsh-I think that's very good, because I think the Executive Director stated it, because I was at those meetings when Matrix themselves explained it and it pretty much falls in line what the Executive Director was saying, yes so I think that's a very good move. Chair-So just to clarify if there are any dependencies between the 2 peices? Lasia-Yes, and I heard it from Celeste herself and you were there. She said we can't do this until the work of the ACOE. Senator Marsh-She said it was specifically reviewing the RFS and recommending which of the options they provide would be the most beneficial for the government. Joe-I'm the one that wrote the scope of work. We're the one that contracted out Matrix. Lasia-We're going to clarify this with Matrix. Nick-The scope of the work the way it reads from a technical standpoint, it says, they will review whatever the ACOE comes back with, that's what the scope of work says. Its a matter of giving them the opportunityy, if you're going to pay them \$50K you're not going to say everything is ok as it is. You're going to pay them that money to do some work that the ACOE has done and everything is in accordance with the HMP and that's what I read in the scope. So essentially, they cannot complete that study unless either they do the study and then they complete the study if we pay for them for that, or the ACOE does the study and they review and approve it, is that correct? Lasia-Thats my understanding. Chair-So lets get that clarified before we move on it. Lasia-Do you want to table that? Chair-Yes, let's table that until we figure out what are the prerequisites. What are we really talking about. Nick-May I make a request? Make a little note or summary of this in writing where we are and what the scope is and what they will do, so that we are all on the same page, because we've talked about this several times, several meetings, and I think I don't know that everybody understands what their work is and what who's work is and how it's going to facilitate. Chair-I think that'll be good because I'm not too comfortable with this because Im not a scientist, you know what I mean, so I think it would good for us to really understand what is required here. Lasia-Do you want to make a motion to table this? Greg-No, we don't need a motion for this.

4. FY 2019 Budget - Lasia-We had discussed this at the last meeting because we thought we were getting some money from DRT. But because that didn't happen and we're so close to October 1st, we're just going to move forward with the 2020 budget. Senator Marsh-With the DRT, because I really want you guys to get that money, it may not be able to do it by the end of this fiscal year, but will they be working towards getting you that money to you. Lasia-Yes, to my understanding, it doesn't go away, it doesn't lapse. Senator Marsh-Yes, we want to make sure you

guys get that. Lasia-So if we can just move on to the 2020 Budget, the law was passed on Monday.

5. FY 2020 Budget - Lasia-On the first page is the Hagåtña Restoration & Redevelopment Authority (HARRA) appropriation in the sum of \$274,732 appropriated from the Tourist Attraction Fund. Senator Marsh-I can explain, I had the opportunity to meet with the board chair, congratulations by the way, and so we had several meetings with the office of the finance and budget to advocate for what we could and what they were saying overall the budget, I had mentioned earlier, is 50 million dollars less than what we had 2 years ago, so it was a hard budget for everybody, DOE would like more money, the Justice branch could really use more money, and so their point of view its 2 fold, one understanding with where were at for this year, knowing that the governor is having that portion of the riverwalk be done so that was going to be going on without the need for money because that part is low cost. But then also, the finance budget branch's position was with such a shortfall and cuts for everybody, essentially , they were looking at anything that could be covered by a grant, so that if after you guys finish this work, and if indeed the feedback or position is that you still need to do that study, we will be into the next fiscal budget year, but it also gives you time to be looking for a grant, because their analysis was this is absolutely something that can be done by a grant, the governor has been very successful at getting technical assistance grants and so when they have to cut somewhere, they re just looking for those that quality for grants and those that don't. And so with that one, there's already work going on for 2020 and it's something that can be handled by a grant, that was their position. And so with that being their position, I worked really hard to give you guys more to make sure you had an additional position that you can have funded and additional moneys for all the operations and office equipment. So that's basically how the negotiation went. We hope that you make good progress, it sounds like by getting a senior citizen to come in but that you'll also have budget to bring in what's next on your priority list be it a programs coordinator, or administrative assistant that's full time to really help with the day-to-day of the office. Chair-Lasia, do you want to take us through the shortfall and what the plan is? Lasia-On the back of the page, I summarized what our request was for the FY2020 budget on the left side, contractual, office supplies and materials, equipment, miscellaneous, office space rental, staffing. With the staffing we were hoping to bring on 2 additional staff at least totaling \$299,587. At the top of the right column is the budget law that was passed, so the difference between what we requested and what we got, there was a shortfall of \$611,216. Senator Marsh-\$500,000 of that being that contractual. Lasia-Yes, I actually addressed that. What I did, I just took the office operations itself, and took out the contractual, almost half a million dollars, so o just for the office operations came up to \$356,27.87. Just the basics we need so the shortfall there is about \$81,000. This budget law that was passed doesn't take into consideration, the money that we're supposed to get from the real estate taxes. Last year, there was a number thrown out that was about \$180,000 that we're supposed to get from that. It could be between \$100-\$180,000. So if we get that plus the real estate taxes from next year, then we're still ahead. Chair-So this difference of \$81K, if we take the contractals out of the picture and were looking at the just difference of \$81K, really that difference you can think of it as its in the staffing, its the staffing that we didn't totally get what we asked for, is that fair to say? Lasia-Yes. Chair-So then, what you're saying when DRT comes through with those moneys, that we could potentially cover this need to bring on additional staff? Lasia-We also now that we

have the SCSEP program we have additional staff that's already federally paid, so we have this new administrative assistant trainee that we don't have to pay. That's how we're going to try and make up with the shortfall. It's lean, but we can work with this budget, we'll be able to get equipment, bring on one staff and then working with federal grants possibly bring on 2 more staff. Nick-Are you saying that based upon the fact that you have additional sources of staffing, that you may not need the staff outlined in the budget? Chair-We do need them but we won't need to pay for them. Nick-You need the staff but not necessarily the budget because it's being paid by other sources? Lasia-Correct. Chair-The \$450K and contractual stuff, that would be absorbed by? Lasia-Those are things, as the senator said, were going to try and get grants, for instance the RFS DPW is the lead proponent on that I'll be getting with Director Arriola and discuss how that's getting paid for. I think we're good. Senator Marsh-And it's really good to hear about that additional moneys and that will help that difference. OSB was really strict on not funding any vacancies so that any vacancy we were proposing to be now filling came with a lot of negotiations, were glad that at least one is secured and that, you've leveraged other options, and that you'll be able to hopefully with this money coming in from DRT to be able to get you going on. Nick-One incidental question associated with this since we are talking about deferring some of the activities until RFS is complete which is 2020, what do you anticipate the additional position for Program Coordinator for, what do you anticipate that position to do? Lasia-That is correct, I've already spoken with and every 2 weeks we have a meeting with the different land and housing agencies and they've offered their technical advisors to come and help us if we fall short with that and we've also spoken with them about maybe going outside and hiring a private firm just to work on particular projects to also save money. Chair-So we don't need them at this point? Lasia-Yes, we don't need them. Nick-That was the point I was starting to get, maybe there is some savings there, if the project is delayed before the full implementation, we can apply for the full staffing in the next year or so. Senator Marsh-We are looking for a steadily improved fiscal climate there is increased possibly for that. Lasia-For the record, Mayor John Cruz has joined us. Welcome.

VII. New Business -

1. Appointment of HRRA Secretary - Chair-We need to appoint a secretary and a treasurer. I'm going to need 2 volunteers to fill these positions. To my understanding, it's not going to require a lot of work from this 2 people. The secretary, the minutes are all going to be handled by the agency, the financial points all by the agency, so really what is required for the secretary is when the minutes are done, they're going to review it and present it to the board for approval. Lasia-Once the board approves of the minutes the secretary signs off on them. Joe-The secretary is the one that reports out the minutes. The staff is the one that transcribes the minutes and provides it to the secretary. The treasurer reports out where the board is at towards the budget and what needs to be expended and where other funding may come from. Chair-So all the heavy lifting is done by the agency. Joe-Correct. Chair-These 2 roles are going to take either the minutes or financial reports and when it comes time for the board meeting they will be the one to present it. It's just a matter of review. It's not going to require anyone to do any hard work. Lasia-We're not going to meet with you extensively. We'll send it out a few days before and you'll present it to the board. And that's what it is. Chair-Can I get some volunteers? Not all at once now? Jake-I volunteer for secretary. Nick-I

second the motion. Chair-All in favor? All voted in favor of Commissioner Jake Calvo as Secretary.

2. Appointment of HERRA Treasurer - Chair-Treasurer? Nick-I propose Carlos as treasurer. Chair-Second? Vice-I second. Chair-All in favor? All voted in favor of Commissioner Carlos Madrid as Treasurer. Chair-Thank you! Much appreciated!
3. Agency Comments on Hagåtña Master Plan - Chair-Just heads up we're not going to go through these line-by-line that would take us all day. Lasia-I just wanted to present them today so you have the month to look over them and Joe could also explain the process that we do with it. But before we go into that, I forgot one more thing under my Executive Director Report. It's a 2 pager, its the HERRA Board of Commissioner Meetings Log. We finally got the staff and we are finally starting to get organized with the office. What I've created is a log, and I was going to present this to you as soon as we're finished. If you look through it it has the date of all the meetings going back to 2015, regular meeting, whether there is quorum, whether we made soft copies, what the agendas were, sign in sheet, whether we have minutes, recordings, attachments, whether public notices were made, so that we have a standard operating procedure so we can reference it moving forward. Were still looking for it, now that we have one more staff, we've found papers in files that had nothing to do with HERRA and we have many, many more recordings to go to but my mission is as soon as possible, is to have this up to date so we have a timeline, we know where the decisions have been made and who's been involved and we can easily reference this. Nick-On that question, did you ever find the log or the minutes that we gave to OPA last year the final minutes from the final board last year? Joe-No, I'm looking for it. There is 155 recordings, so I'm going through each of those recordings and listening to see if where's the board minutes at. Nick-So is the OPA still of the opinion that they didn't get it? Last we heard they hadn't gotten it. Lasia-Correct. They have not gotten anything from 2018-2015. If they got it then I put an X. Nick-Ok. Lasia-We are still looking. That's where we're at. Senator Marsh-The positive direction forward, is the last 3 meetings, the audio recordings have been submitted. Nick-We're doing what we're supposed to do so that's good. Lasia-I've included copies of the most recent comments that we've gotten. I believe we had copies at the last meetings. We've gotten another one from DOA last night. So the process for this and Joe can chime in here. Joe-When we receive the comments we review it to see where does it tie in to the HMP and then upon its review we turn around and need to agency to either explain the policy or whatever is written, whatever concerns they have is already in the HMP itself, that was the same thing with BSP had a lot of concerns about the HMP. We went over it and a lot of the things they had concerns with were already included in the plan and we showed them where it was included in the master plan and they were satisfied and they came back with a reply that they accept the changes and the things that were included. What we're doing is we'll go back to each of their response if it matches the master plan. Sometimes their comments are comments that are not even in the plan. For example, they talk about projects, the HMP doesn't talk about projects it talks about policy. We have to go back and say no you need to focus on the plan itself. The Master Plan and documents dealing with it. Thats what we'll do and get back with them, then it will be incorporated in, we annotate it as part of the changes that were made are included and inform the board about the changes associated with that. Nick-So are these the only comments we received from GWA, GEDA and DRT? Lasia- LT gave a deadline of July 15. Chair-Just 4 agencies. Looks like GWA, DRT, GEDA and DOAg. Nick-Thats separate. Lasia-Yes, that just came in last night

so I added it. Nick-As a result of these comments received, are we going to try and see if these comments need to be incorporated in the HMP, and if so, are we going to issue a change order to Matrix to incorporate those comments. Maria-I think we should try to tackle that at our next board meeting. Nick-That's fine. Chair-So that's homework for everyone. Read the comments and we will be discussing that in detail. We'll dedicate the majority of our next board meeting to talk about this specific topic. Nick-And at that time I suggest we also consider the timeline for how long we want to extend Matrix contract to end of 2020, 3 months or 15 months. Whatever time we extend it we should look at that and discuss that and come up with a board decision. Chair-That would require for us to get clarification on that issue. Lasia-Correct. Someone-Is there a particular timeline you wanted the agencies to respond? Lasia-We can incorporate the comments, within the week would be great. Chair-Technically the deadline passed but if you're able to provide something before our next board meeting we can consider it. Lasia-I'll send you the documents. Senator Marsh-I think there was an extension but I don't know maybe you do? Lasia-I didn't receive any notice of an extension but I'm still accepting it and I made an announcement to the cabinet on Wednesday. Chair-Are there any agencies who absolutely should respond but did not? But they had the opportunity? Lasia-They had 2 years. Nick-Theres no showstopper agencies right now. Lasia-Commissioner Madrid came a week ago and wanted to talk and look through them, its all policy, it's not gloom and doom, the document itself is meant to be dynamic and incorporate the comments, we want to engage and look to their agencies for their expertise and try to incorporate as much as possible. Nick-This is the 2nd time that its mentioned that its policy. I would suggest that the board don't consider this as policy. A master plan is a master plan, if you start talking about as policy people will think of it as really general. Lasia-We have to follow what the law says. Nick-The law says this is policy? Lasia-The law that created the authority. Nick-The master plan that was established by the contract with Matrix is the master plan for the entire program HRRRA and the policy was laid out in the bit this is what we shall do. In order to contract the contract became an issuing document, and the contractor spent several years developing a master plan, so I think we should refrain from referring to the master plan as a policy document. It is in fact, lots of projects in there, lots of dollars in there, in the master plan. Lasia-There are actually no projects in the master plan document. Nick-There are a lot of references to what we need to do. Scopes of work, there's budgets, there's timelines. Thats a project. When you establish a scope of work. When you say this is what must be done. When you say this is how much it's going to cost, when you say this is how long it's going to take. That becomes a project. In the program. So the master plan is a programmatic document. I would suggest that we consider, we continue to refer to it as a programmatic document which is the master plan and based upon policy that was established before based upon policy that was in the law, the law established what we should do and that's the policy. The master plan, for purposes of discussion here at the board, refer to it as a program document. Maria-So all the projects, there's a list of 30-some projects is that technically part of the plan? Joe-That is not part of the plan. Chair-Is it a separate document? What is it called? Joe-It's a separate document from the plan. It's called the Project Sheets. Those projects are recommendations from Matrix to that if you want to stimulate Hagåtña, these are some of the projects and the estimated costs it would take to do them and its purpose. It's not part of the master plan. There's only 3 documents that need to be submitted to the Legislature and the Governor. The first is the Master Plan itself,

the Design Guidelines, and the Map Atlas which is the existing conditions. Maria- The list of projects is more like recommendations? Lasia-They are recommendations. We can't put that in the master plan itself, because every administration is going to have a different priority for what those plans are. If we put them in the master plan we're going to have to go to the legislature every year to change it. That's why it's a separate document. Different projects are going to move up and down. This governor her priority is the recentralization of the government, she has moved those projects up. We're going to have to go through a different process for each project 1. Community engagement. 2. Hiring architects. 3. Finding the funding and going to legislature. That's why that's a separate documents than the policy itself. Nick-I agree with you, I don't have no dispute with that at all. I don't have a disagreement. However, the master plan incorporates certain scopes of work which are outlined in that project listing. You can't have a master plan saying forget about these projects, we'll just do something with HERRA. It incorporates, that part of the master plan., even though it may not be technically listed as an attachment t to the masterplan. Its part of what the Governor is approving and what part of what the legislature is gonna look at these are the projects these guys wanna do for the next 10-20 years. Whether they do that or not is a different thing, because the dynamics, the projects will change, circumstances may change, conditions may change, but at the current time it is part of the master plan. Lasia- The Projects will not be submitted to the Legislature. They would have to approve all the projects on there and the funding and how much each is gonna cost. I don't think that's something that the legislature can do. It's not something that the legislature will do. They're going to have to go through 31 projects and say that one says that's why it's only a recommendation sheet. Nick-How will the legislature know what they're signing up to what's the government signing up to for the next 10-20 years? Lasia-They're signing up to policies, guidance. Every project has to promote and preserve the history that's part of the law, every project has to reference CHamoru culture, these are the types of policies. Those types of guidances. Nick-I tend to disagree with you. Program plan. Lasia-Technically, I understand where you're coming from. Nick-If you're going to get the legislature to approve the program, if you're going to give the governor documents this is the program we want you to approve. You've got to give them some meat. That's the meat. The project listing is the meat of the program. You can't say just I'm going to throw this policy out there for 20 years, and we're going to come back to you later and tell you how money this is gonna cost. We gotta go with something that is tangible and that's how program plans are developed. That's how master plans are developed. I haven't seen personally from a technical standpoint, I haven't seen a master plan that did not have a listing of what they intended to do in terms of budget, costs and schedules and scopes of work. Which is a master plan which is what had Matrix do. Since we had them do it, my questions is why are we trying to keep it out? Joe-The law says that that's not the requirement. Nick-I'd like to see that law. Lasia-We'll go through that in the next presentation. Nick-Let's take a look at that and see if there is a law that says you will not have project listings in part of a master plan. I haven't seen it that's why I'm debating this issue. As a board we need to understand. Lasia-We're actually going to address that in the next presentation. Joe-Are you aware that these projects get placed under the Capital Improvement Projects (CIP) and the governor then prioritizes it and then you have to go because most of them are eligible for federal grants, you have to through matching you are required to go to the legislature to get some funding for it because they have to

have situational approval. They're included in the process, it's just that the projects may change and get prioritized at a different state. Lasia-Some may never get done. Joe-Its supposed to provide you with the vision, the framework, and the direction of where you want to go. Each project turns around and says does the board want to for instance, the first priority should be what? Building the buildings for the government offices, so then the focus needs to be on where do we get the money to match that and how do we get federal grants to match that so that the government doesn't bear the burden of doing at one time. Lasia-We actually go through the documents that have been passed when building they provide the guidelines for how the structure is built, what's it going to look like, the sight lines. And I understand where you're coming from from an engineering but the way the law was passed. Nick-Lets take a look at the law and we'll go from there. I may change my mind its ok. Greg-Picking up from the discussion here, we need to do is clearly define policy and master plan, I wonder if we can just in one column list down all the taskings and at the top put policy or masterplan and just check off our replies and we can summarize that finalize it and say here is policy here is masterplan. Policy is based on laws, regulations and master plan is based on, my understanding, project concept and time to schedule it step by step what is the process what are the timelines what is the scope of work and you know that master plans are living documents they are subject to review, first they tell us what's current year, current term, mid-term and long-term and I don't know if 5 years is the recommended time to review the master plan and update it and see if its still valid or not and then move around the taskings, what comes first for example, clearing grub comes before pouring the roof, those are the taskings, step by step, lets define and be clear about masterplan versus police because right now were stuck. Joe-We'll explain that in the briefing. Chair-Thats happening today? Lasia-Yes Chair-We made it through our agenda. Our next meeting is Thursday, October 3. Greg-One more suggestion. It's going to be very difficult to take a look at what Matrix has given us in 1 hour and sort it out and add the comments. Nobody likes additional work, but I think we're going to have work within the confines of whatever they give us later on or authorize. Theres a lot of detail here we're not going to be able to get through in one hour . Joe-Thats one of the things we're doing on the Master Plan, Design Guidelines and other products that's a separate workshop. This is a basic educational program what is the laws that impact the board and what's the board responsibility. Greg-Should we meet at a working session before the board meeting. Chair-Lets take a look at that when we're done today to be prepared for our next meeting on October 3 so we can be more productive.

VIII. **Announcements** - No announcements at this time.

IX. **Adjournment** - At 9:28 Chair Maria asked for a motion to adjourn. Vice Chair Patty made the motion to adjourn. Jake seconded the motion. All voted in favor.

Eduardo "Jake" Calvo
Secretary
[Hagatna Restoration and Redevelopment Authority]

Date of Approval



9:15. Comments

Gov. Lourdes A. Leon Guerrero <governor@guam.gov>

GWA's Comments on the Hagatna Masterplan

Ann Borja <annborja@guamwaterworks.org>

Wed, Jul 3, 2019 at 12:09 PM

To: governor@guam.gov, tony.babauta@guam.gov, jon.calvo@guam.gov

Cc: Miguel Bordallo <mcbordallo@guamwaterworks.org>, tyrone.taitano@bsp.guam.gov, thomas@guamwaterworks.org

Hafa Adai,

Attached is a letter from GWA General Manager Miguel Bordallo re: GWA's Comments on the Hagatna Masterplan.



GUAM WATERWORKS AUTHORITY

Sincerely,

*Ann D. Borja-Gallardes, CPM**Management Analyst IV, Assistant to**Miguel C. Bordallo, P.E., General Manager**Guam Waterworks Authority**Gloria B. Nelson Public Service Building*

688 Route 15

Mangilao, Guam 96913

Telephone No.: (671) 300-6847 (Direct) or 300-6846

E-mail address: annborja@guamwaterworks.org

OFFICE OF THE GOVERNOR GOVERNOR'S CHAMBER



DATE: 7-3-19

TIME: 2:01 p

RECEIVED BY: Dorothy Blas
GC 2019-1712

Via Email: Governor Lou Leon Guerrero

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4. Pg. 6-1. Under "Wastewater Treatment Plant", the second sentence incorrectly states the outfall diameter in "feet" when it should be "inches."
5. Pg. 6-1. Under "Wastewater Treatment Plant", the description about sludge dewatering is incorrect, irrelevant and misleading to this discussion and should be deleted.
6. Pg. 6-1. The text regarding the permit is not accurate. The current text "This permit expired in 1991 and multiple applications for renewal have been denied by the Environmental Protection Agency (EPA) due to discharged wastewater impacts to coastal water quality and the coral reef environment. The most recent NPDES re-application for the plant was submitted in 2013." Should be replaced with "The plant currently operates under an NPDES Permit issued in 2013 which is up for renewal in 2018" or similar.
7. Pg. 6-3. Policy I-1.1 is a policy statement made for GWA which seems outside the authority of the HRRRA regarding utility operations. Such policy is the sole responsibility of the Consolidated Commission on Utilities. This at least should be worded as a "recommendation" not as a "shall implement".
8. Pg. 6-4. Policies I-4.1 to 6 and I-5.1 to 6 imply that Hagåtña will provide its own water system or control the water and sewer systems and apply connection fees, etc. The Guam Waterworks Authority is the government entity responsible for the provision of municipal water and wastewater services on Guam, and its policies are set by the Consolidated Commission on Utilities. Hagåtña's municipal structure does not provide for the ownership, operation or maintenance of water or wastewater infrastructure, and therefore the policies should be deleted or revised to reflect a realistic and coordinated approach between "the City" and the utility to achieve the goals such policies are intended to accomplish.
9. Pg. 6-6. The third paragraph "Water" is correct in that the Agaña Heights tank is 0.5 MG, but the statement about reducing the storage capacity for Hagåtña is incorrect as water is supplied from other tanks as well where the capacity is being increased.
10. Pg. 6-6 Wastewater. The information used for the section is dated and could be updated.
11. Pg. 7-2 The paragraph under "Threats to Coral Reef and Seashore Reserve" states that "The coral reef and seashore reserve located by the along the bay have been experiencing threats due to shoreline erosion and sewage outfall." The new sewer outfall for the Hagåtña WWTP installed in 2012 extends 300 feet deeper and 300 feet past the reef in the Hagåtña Bay and GWA believes the impact to coral reefs have been reduced. The location of the outfall was selected to avoid coral habitat. A more accurate description of the reduced impact on coral reefs should be corrected.
12. Pg. 7-3. Under Goal S-3 and S-4, These policies stated seem to reach beyond the Hagåtña area and make policy decisions that are the sole responsibility of the Consolidated Commission on Utilities.
13. Pg. 7-4 Policy S-5.9. This should be GPA, not GWA.
14. Pg. 7-5. The first paragraph under "Water Conservation and Quality" is incorrect and seems to reverse the roles of GEPA and GWA. GWA is not responsible for "overarching environmental maintenance, such as water quality" although it is

JOSHUA F. TENORIO
Lt. Governor of Guam
I Segundo Na Maga'Lohen Guahan

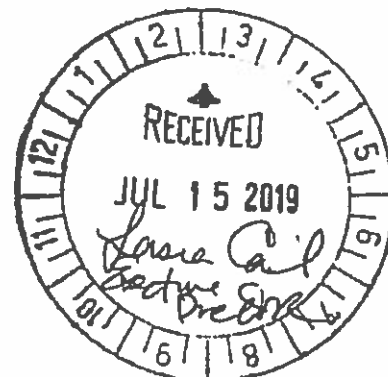


MELANIE MENDIOLA
Chief Executive Officer/Administrator

ARTEMIO "RICKY" HERNANDEZ
Deputy Administrator

MEMORANDUM

Date: July 15, 2019
To: Lieutenant Governor Joshua F. Tenorio
From: Acting CEO/Administrator
Subject: Comments on Draft Hagatna Master Plan



Hafa Adai!

As requested by your letter dated June, 11, 2019, attached are GEDA comments on the draft master plan. *Si Yu'os Ma'ase* for the opportunity to provide comments.

ED CAMACHO

Attachment

Cc: Director, Hagatna Restoration and Redevelopment Authority
Director, Bureau of Plans and Statistics



Comments on Hagatna Master Plan

- A significant, precedent-setting recommendation under Chapter 8 Governance, is the creation of a separate unit of government called the “City of Hagatna” with a City Council and a staff to manage the operations of the City. The plan does not assess alternatives to this recommendation and we wonder if this is something that is timely given that Guam consists of one level of government. Is Guam going to have city/county level government units like stateside and is this a governance approach desired by the people and legislature?
- Page 1.2 indicates that HRRRA and GEDA are responsible for plan implementation. Has this recommendation been vetted with GEDA management?
- Policy LU 1-4 doesn’t make sense the way it is written and Policy LU2.8 is identical to 1-4.
- Policy LU6.2 was probably intended to say “public” not “pubic”
- Policy LU 6.3 is unclear – does it intend to say that the City should emphasize infill development rather than rural development?
- Policy LU 6.6 – not familiar with the term “dark sky”
- Policy LU 6.7 – what about others?
- Policy LU 6.8 – pervious surfaces do not limit water use. They only allow storm water percolation
- Policy LU 8.2 – What does “mixed use nodes and corridors” mean? Is this typo?
- Policy LU 10.1 – Housing projects allow?
- Page 4.2 – City Center District - decision regarding GPD needs updating as GPD is relocating to Sinajana
- Page 4.2 says no fire station but there is no recommendation. Does Agana need a fire station and if so, will Agana need a police station once GPD moves out?
- Policy PB 1.2 – laudable but unrealistic as public buildings will be located in areas where GovGuam owns the land
- Policy PB 1.3 – what does “single use nodes” mean?
- Policy PB 2.6 – shouldn’t the transit system link to public buildings and not public buildings link to the transit system?
- Chapter 6 Infrastructure
 - Policies call for the city to do many things with regard to infrastructure such as charge exaction fees but earlier policies encourage partnerships with utility agencies as they already provide service to Hagatna. It is unclear if utility agency can impose different charges for different villages.
 - 6.3 Water says Agana Heights water tank capacity will reduce from 1M gallons to 0.5M gallons if GWA implements its plans. However, no recommendation/policy is provided on whether water storage reduction is good for Hagatna



Dipåtamenton Kontribusion yan Adu'ána

DEPARTMENT OF

REVENUE AND TAXATION

GOVERNMENT OF GUAM

Gubetnamenton Guåhan

LOURDES A LEON GUERRERO, Governor Maga'haga
JOSHUA F TENORIO, Lt. Governor Tifenta Gubelnadot

DAFNE MANSAPIT-SHIMIZU, Director
Direktol
MICHELE B SANTOS, Deputy Director
Sigundo Direktol

July 15, 2019

Ms. Lasia Casil
Executive Director
Hagatna Restoration and Redevelopment Authority
P. O. Box 2950
Hagatna, Guam 96910

Hafa Adai Ms. Casil,

Thank you for the invitation and opportunity to comment on the Hagatna Master Plan.

The public buildings planning framework proposes to physically remove and relocate the Director's Office from the Department of Revenue and Taxation's current facility in to the Hagatna City Center District. It is premised upon the shortage of land and building capacity in Hagatna given that the Department requires about 52,700 square feet (s.f.) to keep it under one roof. There is only enough office space to house the Director's Office. Based upon our current operational footprint, the Director's Office needs a minimum of 3,750 s.f. to house administrators, support staff and amenities. That is more than the 2,431 s.f. identified in the Master Plan.

The Department supports the overall objective to centralize the location of primary government agencies. However, as dynamic and responsive management is to its core mission to serve all its citizenry it is of paramount importance that the Department's management and operational staff are centralized and integrated within a single facility.

Senseramente,

Michele B. Santos
Acting Director

Cc: Director, Bureau of Statistics and Plans



Commissioner Gregory D. Perez
Commissioner Mayor John Cruz
Executive Director Lasia Casil

The Honorable Lourdes A. Leon Guerrero
Governor of Guam

The Honorable Joshua F. Tenorio
Lieutenant Governor of Guam



April 17, 2019

MEMORANDUM

TO: Ms. Melanie Mendiola, Administrator, Guam Economic Development Authority, Government of Guam

SUBJECT: Approval of Matrix Design, Inc., Invoice Number 25064

Request that Matrix Design Group, Inc., Invoice Number 25064 attached be paid out in the amount of \$196,297.20.

Should you have any concerns or comments please feel free to contact me directly at lasia.casil@hrra.guam.gov or 688-1139.

Put Respetu,

A handwritten signature in blue ink that reads 'Lasia Casil'.

LASIA CASIL
Executive Director
Hagåtña Restoration and Redevelopment Authority



2435 Research Parkway
Suite 300
Colorado Springs, CO 80920

DATE February 13, 2019
INVOICE NUMBER 25064
PROJECT NAME Task Order 001 Hagatna Master Plan
PROJECT MANAGER Celeste Werner
PROJECT NUMBER 14.761.001.000
JOB TYPE Lump Sum
DOLLAR LIMIT \$997,572.00
REFERENCE #

Guam Economic Development Authority
590 S. Marine Corps Dr
Suite 511, ITC Bldg
Tamuning, GU 96931

DESCRIPTION	Contract Amount	% Complete	Previously Billed	TOTAL THIS INVOICE
Phase 1 Update Phase 1 Research Report	147,064.00	100%	147,064.00	0.00
Phase 2 Update Alternative Plans	108,844.00	100%	108,844.00	0.00
Phase 3 Update Land Use Plan	87,867.00	100%	87,867.00	0.00
Phase 4 Establish Zoning Codes	86,567.00	100%	77,910.30	8,656.70
Phase 5 Establish Design Guidelines	85,617.00	100%	85,617.00	0.00
Phase 6 Develop Implementation Plan	140,906.00	100%	35,226.50	105,679.50
Phase 7 Hagatna River Flood Feasibility Evaluation	73,107.00	30%	21,932.10	0.00
Phase 8 Addition Sustainment & Operations Approach	75,820.00	100%	37,910.00	37,910.00
Project Management / Printing / Misc Materials	38,940.00	100%	33,099.00	5,841.00
Amend 2 Additional Engagement Activities	152,840.00	100%	114,630.00	38,210.00
TOTALS	\$997,572.00	95%	\$750,099.90	\$196,297.20
			Total this Invoice	\$196,297.20

OUTSTANDING INVOICES

	Invoice Number	Amount
31-60 Days		
61-90 Days		
90+ Days		

If you have recently sent payment, please disregard this notice. Thank you.

Remit to: Matrix Design Group, Inc. 2435 Research Parkway, Ste 300, Colorado Springs, CO 80920
Phone: 719.575.0100 Fax: 719.575.0208



Commissioner Gregory D. Perez
Commissioner Mayor John Cruz
Executive Director Lasia Casil

The Honorable Lourdes A. Leon Guerrero
Governor of Guam

The Honorable Joshua F. Tenorio
Lieutenant Governor of Guam



April 24, 2019

MEMORANDUM

TO: Ms. Melanie Mendiola, Administrator, Guam Economic Development Authority

SUBJECT: Extension of Hagåtña Master Plan Contract under HRRA Resolution 2015-03

Hafa Adai Administrator,

As Executive Director of the Hagåtña Restoration and Redevelopment Authority (HRRA), a no cost time extension is granted (pending ratification by the Board of Commissioners) to the Hagåtña Master Plan GEDA-Matrix Design Group, Inc. Contract until the HRRA Board of Commissioners can meet in May 2019 in accordance with the Open Government Law to ratify this no-cost extension pursuant to the authority granted under Sections 79301(d) (Governor Appointment of Chair and Vice) and 79303(c) (Contracting) Chapter 79 (Restoration of Hagåtña), Title 21.

Should you have any questions or concerns, please feel free to contact myself at lasia.casil@hrra.guam.gov or at 688-1139 or HRRA Planning Staff Joseph C. Santos at joseph.santos@hrra.guam.gov or at 788-8808.

Put Respetu,

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LASIA CASIL

Executive Director

Hagåtña Restoration and Redevelopment Authority



Commissioner Gregory D. Perez
Commissioner Mayor John Cruz
Executive Director Lasia Casil

The Honorable Lourdes A. Leon Guerrero
Governor of Guam

The Honorable Joshua F. Tenorio
Lieutenant Governor of Guam



April 17, 2019

MEMORANDUM

TO: Ms. Melanie Mendiola, Administrator, Guam Economic Development Authority, Government of Guam

SUBJECT: Approval of Matrix Design, Inc., Invoice Number 25064

Request that Matrix Design Group, Inc., Invoice Number 25064 attached be paid out in the amount of \$196,297.20.

Should you have any concerns or comments please feel free to contact me directly at lasia.casil@hrra.guam.gov or 688-1139.

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LASIA CASIL
Executive Director
Hagåtña Restoration and Redevelopment Authority



2435 Research Parkway
Suite 300
Colorado Springs, CO 80920

DATE: February 11, 2019

INVOICE NUMBER: 25064

PROJECT NAME: Task Order 001 Hagatna Master Plan

PROJECT MANAGER: Celeste Werner

PROJECT NUMBER: 14 761.001 000

JOB TYPE: Lump Sum

DOLLAR LIMIT: \$997,572.00

REFERENCE #

Guam Economic Development Authority
590 S. Marine Corps Dr
Suite 511, ITC Bldg
Tamuning, GU 96931

*Clarify with
Summary in writing →*

DESCRIPTION	Contract Amount	% Complete	Previously Billed	TOTAL THIS INVOICE
Phase 1 Update Phase 1 Research Report	147,064.00	100%	147,064.00	0.00
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Remit to: Matrix Design Group, Inc. 2435 Research Parkway, Ste 300, Colorado Springs, CO 80920
Phone: 719.575.0100 Fax: 719.575.0208



Commissioner Gregory D. Perez
Commissioner Mayor John Cruz
Executive Director Lasia Casil

The Honorable Lourdes A. Leon Guerrero
Governor of Guam

The Honorable Joshua F. Tenorio
Lieutenant Governor of Guam



April 24, 2019

MEMORANDUM

TO: Ms. Melanie Mendiola, Administrator, Guam Economic Development Authority

SUBJECT: Extension of Hagåtña Master Plan Contract under HRRA Resolution 2015-03

Hafa Adai Administrator,

As Executive Director of the Hagåtña Restoration and Redevelopment Authority (HRRA), a no cost time extension is granted (pending ratification by the Board of Commissioners) to the Hagåtña Master Plan GEDA-Matrix Design Group, Inc. Contract until the HRRA Board of Commissioners can meet in May 2019 in accordance with the Open Government Law to ratify this no-cost extension pursuant to the authority granted under Sections 79301(d) (Governor Appointment of Chair and Vice) and 79303(c) (Contracting) Chapter 79 (Restoration of Hagåtña), Title 21.

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LASIA CASIL

Executive Director

Hagåtña Restoration and Redevelopment Authority



Chairman Maria Eugenia Leon Guerrero
Vice-Chair Patricia Ann P. Ada
Commissioner Mayor John E. Cruz
Commissioner Gregory D. Perez
Commissioner Rita T. Franquez
Commissioner Nick Keswani
Commissioner Eduardo J. Calvo
Commissioner Carlos Madrid Alvarez-Piñer, PhD
Executive Director Lasia Casil



The Honorable Lourdes A. Leon Guerrero
Governor of Guam

The Honorable Joshua F. Tenorio
Lieutenant Governor of Guam



Hagatna Restoration and Redevelopment Authority (HRRA)
Regular Board of Commissioners Meeting Minutes
July 25, 2019
GEDA Conference Room, 5th Floor, ITC Bldg., Tamuning, Guam

- I. **Call to Order** - Chair Maria Leon Guerrero called the meeting to order at 5:05pm.
- II. **Attendance** -
 1. Board Members Present - Chair Maria Leon Guerrero (Maria), Vice Chair Patricia Ada (Patty), Commissioner Nick Keswani (Nick), Commissioner Rita Franquez (Rita), Commissioner Eduardo "Jake" Calvo (Jake), Commissioner Greg Perez (Greg), Commissioner Mayor John Cruz (Mayor Cruz)
 2. Board Members Absent: Commissioner Carlos Madrid (Carlos)
 3. HRRA Staff: Executive Director Lasia Casil (Lasia)
 4. Guests: Stacy Salas (HRRA legal counsel), Rikki Orsini (Representing Senator Kelly Marsh office), Chirag Bhojwani (Representing Speaker Tina Muna Barnes office) and Mr. Don Edquilane.
- IV. **Approval of Minutes** - As this was the first meeting of the HRRA there were no previous minutes to approve.
- V. **Officer's Reports** - As this was the first meeting of the HRRA there were no officers' reports to present.
- VI. **Old Business** - As this was the first meeting of the HRRA there was no old business to present.
- VII. **New Business** -
 1. **Appointment of Chair and Vice Chair** - Moved by Greg and seconded by Jake to confirm Maria Leon Guerrero as Chair and Patricia Ada as Vice Chair. The motion carried with seven (7) in favor and zero (0) against. Nick brought up that he had not taken an oath of office yet and Chair Leon Guerrero informed the Board that the Oath was not necessary but it is just a formality as was advised to her by Governor's legal counsel.

2. **Executive Director Endorsement** - Maria explained that the law requires that the Board vote whether to hire the Maga'Håga's appointee as Executive Director. Nicki requested that Lasia present to the Board information about her background and her vision for the HRRR. Lasia explained that she began her career in development and commercial real estate in New York in 2002 including her CV and several articles about her in the Board packet for review. She has more than 15 years of working in the real estate field. She explained her reason for wanting to work with the HRRR and how its' mission aligned with her personal goals of preserving, promoting and protecting Guam's culture, history and land. Greg asked Lasia to clarify now that HRRR is no longer under DCA what will be the budget be for staffing and for the projects identified in the Master Plan? She responded that the Maga'Håga has made this a priority; First, by re-establishing the HRRR as an autonomous agency, second, by requesting a budget of \$885,948 from the Legislature to fund the office, third, by implementing the law that states the HRRR shall received funds collected from taxes on improvements in real estate in Hagåtña from 1997 to present, of which DRT has identified approximately \$190,000 due to HRRR in FY2019. HRRR is working with DRT, DOA and BBMR to transfer that money to the Authority. Lasia has been working with DOL temporary staff to set up the office and researching potential applicants to interview for hire when the new FY20 budget kicks in. Greg stated this is a multi-year, multi-million dollar undertaking and what kind of experience or training does Lasia have in this type of management? Lasia explained that she worked for Newmark Knight Frank starting off as a landlord representative overseeing almost 500,000 sf of property and that she is familiar zoning codes, dealing with community issues regarding development. Furthermore, as a former member of the AmCham in Bangkok, working with foreign companies, she is utilizing this experience and her network to assist GEDA in to reaching out to foreign investors in the tourism, hotel, residential development markets that may also be interested in development in Hagatna. Greg stated that this partially answered his question, he was looking for experience in overseeing projects and supervision in managing construction projects similar to those in the Master Plan. Lasia responded that part of the mission to move the Master Plan forward is to team up and work with the different agencies on the different projects and that the HRRR is only a temporary agency that will evolve into a city council for Hagåtña. She explained that her job is not permanent but to help the HRRR get off its feet and build a foundation for the future city council it will evolve into. He wanted to know what the head count is for staffing and Chair Leon Guerrero explained that this is an item agenda to discuss this later when they review the budget and if there are any other questions regarding Lasia's credentials. At this time Maria asked that the Board move forward with the confirmation. Moved by Jake and seconded by Rita that Executive Director, Lasia Casil be confirmed by the Board. The motion carried with seven (7) in favor and zero (0) against. At this time Mayor Cruz had to leave for a previous engagement.
3. **2019 Budget Approval** - Lasia informed the Board that the Dept. of Revenue and Taxation identified approximately \$190,000 due to the HRRR in accordance with the PL24-110 and requested the Board approve \$65,335.00 for the purchase of Contractual, Supplies, Materials, Equipment and a vehicle. This amount was taken straight from the FY2020 Budget Request. Maria asked if this money was going to be expended at the end of 2019. Director Casil explained that this money will go into HRRR coffers and carry over. Maria asked if it is typical for agencies to have a

vehicle and Lasia responded yes. Nick asked for a breakdown and highlight of the items which Lasia provided - the first 8 line items, Office Supplies & Materials, Equipment and Vehicle totaling \$65,000. This includes Advertisements, Printing Services, Network Administration, Website Maintenance. Maria and Nick asked if personnel budget is covered for 2019 which Lasia confirmed the salaries for Joseph Santos and Director Casil have already been appropriated for 2019. The 2019 budget is covered for staff. The position of Executive Director is currently funded by Adelup and Joseph Santos was previously working under the umbrella of Dept. of Chamorro Affairs and support staff was provided by DCA. Moving forward, staff will be covered in the 2020 Budget. Greg asked if any of the items highlighted above were available from the previous year or if there were any carryover items. Lasia explained that all equipment used by HRRRA belonged to DCA. The only items that were budgeted for FY2019 were rent and Joseph Santos salary. Maria asked if HRRRA is planning to lease office space at another location or remain in present space. Lasia met with Director Mel Mendiola of GEDA and she said HRRRA could stay indefinitely. Maria asked if there are any other issues with the 2019 budget but Greg and Jake have to leave and asked if we could recess and schedule a workshop to go over the budget itself. Leon Guerrero asked there was any urgency with the FY2019 budget request. Lasia said it wasn't urgent, however, what was urgent was to set a time for the next meeting. Nick proposed the motion to defer certain items but approve 2019 budget expansion, asking for \$65,000 so HRRRA could procure the equipment and materials required to operate immediately. Greg asked if funds are in place. Lasia said it should be available within the next few weeks. Nick revised the motion to approve the 2019 budget expansion of \$65,000 subject to getting more detail and timeline from Director. (inaudible) seconded that motion and with a unanimous vote of the five (5) remaining Commissioners, the motion was passed. Greg and Jake departed at this time leaving the board without quorum and asked that the Board recess until a later time to discuss the 2020 budget and remaining agenda items.

4. **2020 Budget - Tabled until next meeting.**
5. **Regular Meeting Standardization - Tabled until next meeting.**
 - a) **Day and Time Standardization**
 - b) **Robert Rules of Order Adoption**
6. **Hagåtña River Flood Risk Management Study Update - Tabled until next meeting.**
 - a) **Scope of Work Contract Amendment Approval**

VIII. **Miscellaneous -**

1. **HRRRA Board of Commissioners Education Certification Program Workshop Requirement (Section 43116, Ch. 43, 5, GCA) -** The remaining board proposed the date of September 6, 2019 in the morning for a 4 hour education session. Maria submitted for Board consideration that at the next board meeting they review the comments submitted by the agencies and how to address them. Lasia informed the board that there was more descriptive information on the Task Order 1 and copies of the comments from the agencies (GWA, GEDA, DRT) for the Board to review. Maria asked if there was a shared drive with all the documents and if all Board

members have access. Lasia informed her that DropBox is a better provider and we are waiting for funding to purchase a subscription. Maria asked that all documents be made available online and hard copies provided. Nick requested that all documents be located in a centralized location. Lasia informed them that the hagatnamasterplan.com website is available to the public where the public can download and view public documents. Patty requested that the next board meeting occur after the workshop since everyone will be there already.

- IX. **Announcements** - No announcements at this time.
- X. **Adjournment** - At 5:47 Maria made a motion to adjourn and that was seconded by Patty and the motion passed unanimously.

Secretary
[Hagatna Restoration and Redevelopment Authority]

Date of Approval

HRRA BOARD OF COMMISSIONER MEETINGS LOG

AS OF 9/3/2015

DATE	MEETING TYPE	STATUS	SCANNED	AGENDA	SIGN-IN SHEET	MINUTES	RECORDING	ATTACHMENTS	1ST PUBLIC NOTICE	2ND PUBLIC NOTICE
2015										
1/15/2015	Regular Meeting	Quorum		X	X					
2/26/2015	Regular Meeting	Quorum			X					
4/8/2015	Regular Meeting		X	X	X					
4/28/2015	Regular Meeting		X		X					
5/20/2015	Regular Meeting		X	X	X					
8/12/2015	Regular Meeting	Quorum	X	X	X			8/7/2015-PDN	8/12/2015-PDN	
9/23/2015	Regular Meeting	Quorum	X	X	X			9/19/2018-PDN	9/20/2015-PDN 9/23/2015-PDN	
10/15/2015	Regular Meeting	Quorum	X	X	X				10/13/2015-PDN	
11/12/2015	Regular Meeting	Non-quorum	X	X	X				11/10/2015-PDN	
12/2/2015	Regular Meeting		X	X	X					

HRRA BOARD OF COMMISSIONER MEETINGS LOG

AS OF 9/3/2011

DATE	MEETING TYPE	STATUS	SCANNED	AGENDA	SIGN-IN SHEET	MINUTES	RECORDING	ATTACHMENTS	1ST PUBLIC NOTICE	2ND PUBLIC NOTICE
2019										
5/14/2019	Regular Meeting	Non-quorum		X	X	X	X	X	5/7/2019-PDN	5/11/2019-PDN 5/12/2019-PDN ONLINE
6/18/2019	Regular Meeting	Non-quorum		X	X	X	X	X	6/5/2019-PDN	06/11/2019-PDN 6/18/2019-PDN
7/24/2019	Regular Meeting	Quorum		X	X	X	X	X	07/18/2019-Post	7/23/2019-Post
2018										
2/27/2018	Regular Meeting	Quorum	X	X	X		X	X	2/20/2018-PDN 2/23/2018-PDN	2/27/2018-PDN
5/23/2018	Regular Meeting	Quorum	X	X	X			X	5/14/2018-PDN 5/16/2018-PDN	5/21/2018-PDN
2017										
4/20/2017	Regular Meeting	Quorum	X	X	X			X	4/11/2017-PDN	4/12/2017-PDN
5/11/2017	Regular Meeting	Quorum	X	X					5/4/2017-PDN 5/5/2017-PDN	
2016										
2/4/2016	Regular Meeting		X	X	X					2/1/2016-PDN
4/19/2016	Regular Meeting		X	X	X					4/14/2016-PDN 4/19/2016-PDN
6/21/2016	Regular Meeting	Quorum	X	X	X			X	6/16/2016-PDN	
7/14/2016	Regular Meeting	Quorum	X	X	X				7/8/2016-PDN 7/9/2016-PDN	7/14/2016-PDN
12/1/2016	Regular Meeting		X	X					11/26/2016-PDN	12/1/2016-PDN

(d) The Attorney General of Guam shall develop reporting and performance guidelines in connection with reports required by this Section by October 1, 1999, and may establish additional requirements for such reports as the Attorney General determines may be useful.

SOURCE: Added by P.L. 25-006:2 (May 12, 1999).

NOTE: This section was originally codified from GC § 6986, entitled "Proceedings in the Superior Court to compel disclosure" as added by P.L. 18-047:1 (Jan. 2, 1987), amended by P.L. 19-005:136 (Aug. 21, 1987). Codified by the Compiler as 10 GCA§ 10107. This provision was repealed by P.L. 25-006:2 (May 12, 1999), and added as "Annual Report."

§ 10108. Limitation on Right of Inspection.

Except as provided in § 10109 of this Chapter, nothing in this Chapter shall be construed to require disclosure of records that are any of the following:

(a) Records pertaining to pending litigation to which the agency is a party, until the pending litigation has been finally adjudicated or otherwise settled.

(b) Records of complaints to, or investigations conducted by, or records of intelligence information, or security procedures or information, of an agency or its personnel.

(c) Personnel, medical, or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy. All information regarding salary, and the name, and worksite mailing address of each employee and public official shall be public record.

(d) Information required from any taxpayer in connection with the collection of taxes that is received in confidence and the disclosure of the information to other persons would result in unfair competitive disadvantage to the person supplying the information, except that total amounts of money owed to or owed by a person, and penalties levied against and owed by a person, shall be public information and not exempt from disclosure.

(e) Library circulation records kept for the purpose of identifying the borrower of items available in libraries, and library and museum materials made or acquired and presented solely for reference or exhibition purposes. The exemption in this Subsection shall not apply to the records of fines imposed on the borrowers.

**5 GCA GOVERNMENT OPERATIONS
CH. 10 SUNSHINE REFORM ACT OF 1999**

(f) Applications filed with any agency responsible for the regulation or supervision of the issuance of securities or of financial institutions, including, but not limited to, banks, savings and loan associations, credit unions and insurance companies. The exemption in this Subsection shall not apply to the records of loans or securities issued by an agency, the amount of money or credit issued to a person, information about the purpose and reasons for loans or securities issued by the agency, or identifying information about the person receiving the money or credit, including name, date of birth, occupation and place of residence.

(g) Test questions, scoring keys and other examination data used to administer a licensing examination, examination for employment, or academic examination. The exemption in this Subsection shall not apply to cumulative test scores on academic tests administered by the Department of Education, but shall apply to individual students' test scores.

(h) The home address and telephone number of any person whose occupation is subject to regulation or licensure by the government of Guam, or of any public official or government employee, or of any member of a government board, commission, or council, unless such person gives express permission to disclose such information.

(i) All existing privileges or confidential records or other information expressly protected under the law shall not be abrogated by this Act.

(j) Records specifically pertaining to security procedures, passwords, combinations, access codes, electronic or computer user I.D.s, policies or procedures on security.

(k) For the Department of Education information which personally identifies participants in the School Breakfast/Lunch Program, or their parents, guardians or caretakers.

(l) For the University of Guam:

(1) all applicant records regarding admission, financial aid and/or scholarships, except that the names and majors/areas of concentration of Financial Aid recipients funded directly or indirectly, through repayments by prior recipients, by a fund of

the government of Guam, including the University of Guam's Student Financial Assistance Program Fund shall be public information and not covered as private writings;

(2) closed archives of the RFT Micronesian Area Research Center, as per agreement with donor; and

(3) anonymity agreements regarding financial donations and other contributions made to the University only to the extent needed to protect the identity of the donor.

(m) For the Guam Police Department:

(1) vice funds disbursement records;

(2) disapproved firearm permit applications; and

(3) investigation techniques, which if exposed, would threaten the safety of law enforcement officials and/or threaten the integrity of an investigation.

(n) For the Guam Police Department: investigatory records compiled for law enforcement purposes, but only to the extent that the production of such records would:

(1) interfere with enforcement proceedings;

(2) deprive a person of a right to a fair trial or an impartial adjudication;

(3) constitute an unwarranted invasion of personal privacy;

(4) disclose the identity of a confidential source and, in the case of a record compiled in the course of a criminal investigation, confidential information furnished only by the confidential source;

(5) disclose investigative techniques and procedures; or

(6) endanger the life or physical safety of law enforcement personnel.

(o) for the Department of Corrections' Internal Affairs Unit, the radio logs and tapes.

(p) For the Supreme and Superior Courts of Guam:

5 GCA GOVERNMENT OPERATIONS
Ch. 10 SUNSHINE REFORM ACT OF 1999

(1) draft/working copies of bench notes, memoranda and opinions generated by the law clerks, research attorneys, judges and justices of the courts; and

(2) notes of the legal impressions.

(q) Draft documents of an Agency.

(r) All records of the Department of Education, the University of Guam, the Guam Public Library, the Guam Educational Telecommunications Corporation ("KGTF") and the Guam Community College that are exempted from public disclosure under the provisions of Article 1 of Chapter 10 of Title 5 of the Guam Code Annotated, as repealed and reenacted by Public Law Number 25-06, shall remain as private writings.

SOURCE: Added by P.L. 25-006:2 (May 12, 1999). Subsection (i) added by P.L. 25-078:2 (Nov. 19, 1999). Subsection (j) added by P.L. 25-078:3 (Nov. 19, 1999). Subsection (k) added by P.L. 25-079:2 (Nov. 19, 1999). Subsection (l) added by P.L. 25-079:3 (Nov. 19, 1999). Subsection (m) added by P.L. 25-097:3 (Dec. 29, 1999). Subsection (n) added by P.L. 25-097:4 (Dec. 29, 1999). Subsection (o) added by P.L. 25-080:3 (Nov. 19, 1999). Subsection (p) added by P.L. 25-094:2 (Dec. 29, 1999). Subsection (b) amended by P.L. 25-094:4 (Dec. 29, 1999). Subsection (q) added by P.L. 25-082:3 (Nov. 19, 1999). Subsection (r) added by P.L. 25-081:2 (Nov. 19, 1999). Subsection (h) amended by P.L. 25-184:2 (Jan. 8, 2001). Subsections (c) and (h) amended by P.L. 32-020:2 (Apr. 11, 2013).

NOTE: This section was originally codified from GC § 6987, entitled "Results of nondisclosure" as added by P.L. 18-047:1 (Jan. 2, 1987), amended by P.L. 19-005:136 (Aug. 21, 1987). Codified by the Compiler as 10 GCA § 10108, entitled "Penalties for results of nondisclosure." This provision was repealed by P.L. 25-006:2 (May 12, 1999), and added as "Limitation on right of inspection." The provision entitled "Penalties for results of nondisclosure" was reenacted as § 10112.

P.L. 28-045:10 (June 6, 2005) changed the name of the Department of Education to the Guam Public School System. The passage of P.L. 30-050:2 (July 14, 2009) reverted the name to the Department of Education.

Numbers and/or letters were altered to adhere to the Compiler's alpha-numeric scheme in accordance to 1 GCA § 1606.

§ 10108.1. Disclosure of Privileged Information to Legislative Oversight Committee.

Any record or information which may be nondiscloseable under § 10108 that is in the possession of an agency shall be discloseable to the Legislative Oversight Committee upon its issuance of a subpoena duces

tecum requesting such record or information or subpoena upon the director.

SOURCE: Added by P.L. 25-097:5 (Dec. 29, 1999).

§ 10109. Disclosure to Proper Officials.

The exemptions of records as prescribed in this Chapter shall not apply to public officials who prior to the adoption of this act had legal access to the records.

SOURCE: Added by P.L. 25-006:2 (May 12, 1999).

NOTE: This section was originally codified from GC § 6990, entitled "Public officers to assist implementation of this Chapter" as added by P.L. 18-047:1 (Jan. 2, 1987), amended by P.L. 19-005:136 (Aug. 21, 1987). Codified by the Compiler as 10 GCA§ 10109. This provision was repealed by P.L. 25-006:2 (May 12, 1999), and added as "Disclosure to Proper Officials."

§ 10110. Purpose of Request Irrelevant.

This Chapter does not allow limitations on access to a public record based upon the purpose for which the record is being requested, if the record is otherwise subject to disclosure.

SOURCE: Added by P.L. 25-006:2 (May 12, 1999).

NOTE: This section was originally codified from GC § 6991, as added by P.L. 18-047:1 (Jan. 2, 1987), amended by P.L. 19-005:136 (Aug. 21, 1987). Codified by the Compiler as 10 GCA§ 10110, entitled "Privilege No Impaired." This provision was repealed by P.L. 25-006:2 (May 12, 1999), and added as "Purpose of Request Irrelevant."

§ 10111. Court Proceedings.

(a) Any person making a request in any agency for public records pursuant to § 10103 shall be deemed to have exhausted his administrative remedies with respect to such request if the agency fails to comply with the applicable time limit provisions of that Section.

(b) Any person may institute proceedings for injunctive or declarative relief or writ of mandate in the Superior Court of Guam to enforce that person's right to inspect or to receive a copy of any public record or class of public records under this Chapter. The times for responsive pleadings and for hearings in these proceedings shall be set by the judge of the Court with the object of securing a decision as to these matters at the earliest possible time.

(c) Whenever it is made to appear by verified petition to the Superior Court of Guam that certain public records are being improperly withheld from a member of the public, the Court shall order the officer or person charged with withholding the records to promptly disclose the public record or show cause why the person should not do so. The Court shall decide the case after examining the record in camera, papers filed by the parties and any oral argument and additional evidence as the Court may allow. The burden is on the agency to sustain its action. All records shall be presumed public and the burden of establishing that a document or record is private shall be upon the agency or person claiming that the document on record should not be disclosed or inspected.

(d) Except as to cases the Court considers of greater importance, proceedings before the Superior Court, as authorized by this Section, and appeals therefrom, take precedence over all cases and shall be assigned for hearing and trial or for argument at the earliest practicable date and expedited in every way.

(e) If the Court finds that the public official's decision to refuse disclosure is not justified under this Chapter, the Court shall order the public official to make the record public. If the judge determines that the public official was justified in refusing to make the record public, the Court shall return the item to the public official without disclosing its content with an order supporting the decision refusing disclosure.

SOURCE: Added by P.L. 25-006:2 (May 12, 1999).

§ 10112. Penalties for Nondisclosure.

(a) If the Court finds that the public official's decision to refuse disclosure is not justified under this Chapter, the Court shall order the public official to pay a fine of One Thousand Dollars (\$1,000.00). The fine shall be a personal expense for the responsible official and in no way shall the fine be paid by the agency or the government of Guam.

(b) There is created the 'Government Ethics Fund' to assist the Guam Ethics Commission in ensuring ethical conduct in the government of Guam. This fund shall not be commingled with the General fund and shall be kept in a separate bank account. Any fines collected under Subsection (a) of this Section shall be deposited in the Government Ethics Fund, are appropriated to the Guam Ethics Commission for ethical investigations, audits and analyses of financial disclosure forms. This appropriation is continuous, contingent on the annual submission of a

detailed budget to *I Liheslaturan Guåhan*, not withstanding any other provision of law.

(c) Any officer or employee who acts arbitrarily or capriciously in withholding a public record from a requesting person shall be guilty of a misdemeanor.

(d) The Court shall award court costs and reasonable attorney fees to the plaintiff should the plaintiff prevail after initial filing of the complaint pursuant to this Section. The costs and fees shall be paid by the public agency of which the public official is a member or employee and shall not become a personal liability of the public official. If the Court finds that the plaintiff's case is clearly frivolous, it shall award court costs and reasonable attorney fees to the public agency.

SOURCE: Added by P.L. 25-006:2 (May 12, 1999).

§ 10113. Judicial Records.

The provisions of this Chapter *shall not* be deemed in any manner to affect the status of judicial records as it existed immediately prior to the effective date of this Section, nor to affect the rights of litigants, including parties to administrative proceedings, under the laws of discovery of Guam, nor to limit or impair any rights of discovery in a criminal case. The sealing of settlement documents in cases involving the government of Guam is prohibited.

SOURCE: Added by P.L. 25-006:2 (May 12, 1999). Amended by P.L. 32-076:6 (Nov. 27, 2013).

ARTICLE 2 RECORDS

- § 10201. Inspection of Public Records; Certified Copies. [Repealed.]
- § 10202. Fees for Certified Copies of Public Records.
- § 10203. Charges for Copying Government Documents.

§ 10201. Inspection of Public Records; Certified Copies.
[Repealed.]

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SOURCE: GC § 6251 as added by P.L. 12-034:5 (July 3, 1973), recodified to § 6270 by the Editor of the 1974 Supplement to the Government Code; repealed by P.L. 18-047:2 (Jan. 2, 1987).

COMMENT: Notwithstanding the express repeal of this section by P.L. 18-047:2, the previous Compiler found that this section was revived upon the enactment of P.L. 19-005. The previous Compiler renumbered this section and codified it into Article 2 of this Chapter, which stated as follows:

§ 10201. Inspection of Public Records; Certified Copies.

Every person has a right to inspect any public writing on record in Guam and every public officer having the custody thereof is bound to permit such inspection, and to give on demand and on payment of the legal fees therefor a certified copy of such writing or record.

The common law rules of statutory construction apply in Guam pursuant to 1 GCA § 700. "Under the common law rules of interpretation, the repeal of a repealing statute revives the original enactment where such repeal is accomplished by express provision. However, where the repeal of the repealing statute is achieved by specific provision or by implication with new additional legislation, the original legislation is revived only to the extent to which it is consistent with the new legislation." Sutherland Statutory Construction, 7th ed., § 23:32 (2000). Because P.L. 19-005 enacted § 10103 governing the right of inspection of public documents, § 10201 was not revived.

§ 10202. Fees for Certified Copies of Public Records.

Except when a different amount is prescribed the following fees shall be paid in advance for certified copies of public records:

(a) for making a certified copy, \$.75 cents for the first 300 words or part thereof, and \$.15 cents for each additional 100 words or part thereof.

(b) if the record is in a foreign language, \$1.00 for each 100 words or part thereof.

(c) for comparing for certification of copy furnished by the applicant, one-half the fee for making a copy.

SOURCE: GC § 6252 as added by P.L. 12-034:5 as GC § 6251 (July 3, 1973); recodified to § 6271 by the Editor of the 1974 Supplement to the Government Code. Repealed by P.L. 18-047:2 (Jan. 2, 1987); however, P.L. 19-005:139 (Aug. 21, 1987) later repealed P.L. 18-047. Renumbered by the Compiler and codified to Article 2 of this Chapter.

COMMENT: Notwithstanding the express repeal of this section by P.L. 18-047:2, the previous Compiler found that this section was revived upon the enactment of P.L. 19-005 (Aug. 21, 1987). The common law rules of statutory construction

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apply in Guam pursuant to 1 GCA § 700. “Under the common law rules of interpretation, the repeal of a repealing statute revives the original enactment where such repeal is accomplished by express provision.” Sutherland Statutory Construction, 7th ed., § 23:32 (2009). Because the enactment of the Sunshine Law of 1987, enacted by P.L. 19-005:136, did not include a provision for charging fees for certified copies of public records, § 10202 was revived and provided statutory authority to charge for these copies.

2013 NOTE: Pursuant to the authority granted by 1 GCA § 1606, numbers and/or letters were altered to adhere to the Compiler’s alpha-numeric scheme.

§ 10203. Charges for Copying Government Documents.

(a) Notwithstanding any other provision of law, no department, agency or instrumentality of the government of Guam, including all autonomous agencies and instrumentalities, shall charge another branch, department or agency of the government of Guam, including the Guam Legislature and members thereof, for copies of requested documents, so long as the documents are requested in an official capacity.

(b) Notwithstanding any other provisions of law, any department, agency or instrumentality of the Executive Branch of the government of Guam, including all autonomous agencies and instrumentalities, except for the Department of Land Management and the Department of Revenue and Taxation, may charge the media or the general public a copying fee for documents not to exceed ten cents (10¢) for the first page of any requested document, and two cents (2¢) each for any remaining pages. The Department of Land Management and the Department of Revenue and Taxation may set their charges for documents by rules and regulations pursuant to the Administrative Adjudication Law.

(c) Any department, agency or instrumentality of the Executive Branch of the government of Guam, including all autonomous agencies and instrumentalities, may choose not to charge the media or the general public a copying fee for requested documents; however, they shall not charge more than indicated in Subsection (b) of this Section.

SOURCE: GC § 6711 as added by P.L. 18-040:13 (Nov. 6, 1986). Repealed by P.L. 18-047:2 (Jan. 2, 1987); however, P.L. 19-005:139 (Aug. 21, 1987) later repealed P.L. 18-047. Renumbered by the Compiler and codified to Article 2 of this Chapter.

COMMENT: Notwithstanding the express repeal of this section by P.L. 18-047:2, the previous Compiler found that this section was revived upon the enactment of P.L. 19-005 (Aug. 21, 1987). The common law rules of statutory construction apply in Guam pursuant to 1 GCA § 700. “Under the common law rules of interpretation, the repeal of a repealing statute revives the original enactment where

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such repeal is accomplished by express provision.” Sutherland Statutory Construction, 7th ed., § 23:32 (2009). Because the enactment of the Sunshine Law of 1987, enacted by P.L. 19-005:136, did not include a provision for charging fees for copying government documents, § 10203 was revived and provided statutory authority to charge for these copies.

**ARTICLE 3
INFORMATION REQUIRED ON MAGNETIC MEDIA AND THE INTERNET**

SOURCE: Entire Article added by P.L. 24-301:2 (Dec. 18, 1998).

- § 10301. Information Required to be Made Available on Magnetic Media Format.
- § 10301.1. Information Not Stored on Magnetic Media Format.
- § 10302. Magnetic Media Defined.
- § 10303. Formats for Magnetic Media.
- § 10304. Fees and Timeframes for Information Available on Magnetic Media.
- § 10305. Home Page for Each Department or Agency of Government.
- § 10306. Information Required on Official Home Pages.
- § 10307. Formats for Home Pages.
- § 10308. Special Requirements for Telephone Directory.
- § 10309. Special Requirements for Legislation.
- § 10310. Special Requirements for Property Maps in the Custody of the Department of Land Management.
- § 10311. Prohibition Against Partisan Endorsements or Detractions.
- § 10312. Special Requirement for Government of Guam Accounts with the Guam Power Authority.
- § 10313. Special Requirement for Non-Immigrant Alien Temporary Labor Certificates approved by *I Maga'lahi* (the Governor).
- § 10314. Acceptance of Applications, Filings and Forms for Services Via the Internet.
- § 10315. Special Requirement for Medical Licenses.

§ 10301. Information Required to be Made Available on Magnetic Media Format.

Any information, that is stored on or will be stored on magnetic media, available under the Freedom of Information Act, as provided for

in Article 1 of this Chapter, shall be made available to the general public on magnetic media.

SOURCE: Added by P.L. 24-301:2 (Dec. 18, 1998).

§ 10301.1. Information Not Stored on Magnetic Media Format.

An agency may make information, covered by Article 1 of this Chapter that is not stored on magnetic media, available to the general public on magnetic media and charge a fee for such service. Such fees shall be based on the cost of such services, and subject to the provisions of the Administrative Adjudication Law.

SOURCE: Added by P.L. 24-301:2 (Dec. 18, 1998).

§ 10302. Magnetic Media Defined.

For purposes of this Section, magnetic media shall be defined as three and one-half inch (3.5") high-density floppy diskettes and CD ROM disks. To fulfill the requirements of § 10301 of this Article, Agencies only need make information that consist of computer files that total more than six (6) megabytes of information available on CD ROM. All others less than six (6) megabytes shall be available on floppy diskettes.

SOURCE: Added by P.L. 24-301:2 (Dec. 18, 1998).

§ 10303. Formats for Magnetic Media.

Unless otherwise provided for herein, information shall be made available in the following formats:

(a) Written Transcripts, Rules and Regulations, Legislation and Written Text Documents: Written transcripts, rules and regulations, legislation and written text documents shall be made available in the following formats: ASCII, text and any other word processing format commonly and widely used on Microsoft and Macintosh Operating Systems.

(b) Financial Information: Lotus 123, Microsoft Excel and Corel Quattro Pro for Microsoft and Macintosh operating systems.

(c) Other Information: The individual agencies shall, under the provisions of the Administrative Adjudication Law, determine most appropriate format and make available such information on magnetic media.

Agencies may, through appropriate rules and regulations pursuant to the Administrative Adjudication Law, make information available through other formats and charge a fee for such services. If a special format is, or becomes available for personal computers or Macintosh Computers for individuals with disabilities, agencies shall make such information available in that format at no additional cost. The determination of which formats are commonly and widely used as required herein shall be determined from input from the general public at a public hearing held at least once per calendar year by each Branch of the government of Guam.

SOURCE: Added by P.L. 24-301:2 (Dec. 18, 1998).

§ 10304. Fees and Timeframes for Information Available on Magnetic Media.

(a) Notwithstanding any other provision of law, no department, agency or instrumentality of the government of Guam, including all autonomous agencies and instrumentalities, shall charge another branch, department or agency of the government of Guam, including *I Liheslaturan Guåhan* and members thereof, for copies of requested documents, so long as the documents are requested in an official capacity.

Unless otherwise provided herein, no department, agency or instrumentality of all Branches of the government of Guam, including all autonomous agencies and instrumentalities shall charge fees in excess of Two Dollars (\$2.00) per floppy diskette, and Fifteen Dollars (\$15.00) per CD ROM; should the cost of providing such services increase, a department or agency may set their fees at a higher rate, by rules and regulations pursuant to the Administrative Adjudication Law, only to cover the additional costs. No fee shall be charged to any person who obtains public information from the Internet.

Requests for such information on magnetic media shall be made in writing to the applicable agency. Such magnetic media shall be provided to the person requesting such information within five (5) working days, excluding weekends and holidays, of the request. Payment for such services shall be made at the time of the request. Agencies may by rules and regulations pursuant to the Administrative Adjudication Law, develop appropriate timeframes for providing information in other formats not expressly mentioned in § 10303 of this Article.

SOURCE: Added by P.L. 24-301:2 (Dec. 18, 1998).

§ 10305. Home Page for Each Department or Agency of Government.

(a) Every department or agency of the Executive Branch of the government of Guam, inclusive of all autonomous agencies, the Department of Education, the Guam Visitors Bureau, the Guam Economic Development and Commerce Authority, the Guam Waterworks Authority and the Guam Power Authority, shall develop and post on the Internet a home page or website. Each home page or website shall be designated as the official website or home page for such department, agency, autonomous agency or public corporation and no information posted thereon shall be restricted by user status, passwords, or the assessment of dues, membership fees or registration fees. This Section, and § 10306 of this Chapter shall apply to *I Liheslaturan Guahan* as a single agency and the Judiciary of Guam as a single agency.

(b) All finalized reports, studies, and plans initiated, contracted for or conducted by any department or agency, except criminal investigative and security-related reports, studies, and plans, shall be posted on the agency home page. By January 1, 2008, copies of all such reports, studies, and plans held in the records of all departments and agencies shall be posted on the agency home page.

SOURCE: Added by P.L. 24-301:2 (Dec. 18, 1998). Repealed and reenacted by P.L. 28-057:2 (June 30, 2005). Amended by P.L. 29-019:VI:88 (Sept. 29, 2007).

2009 NOTE: P.L. 28-045:10 (June 6, 2005) changed the name of the Department of Education to the Guam Public School System. P.L. 30-050:2 (July 14, 2009) reverted the name of the Guam Public School System to the Department of Education.

§ 10306. Information Required.

The following information must be posted, at a minimum, on each official website or homepage required pursuant to Section 10305 above.

(a) Notice of all meetings, hearings and public events as required by public law and for such duration as required by public law and containing such information as is required by public law.

(b) The official name of the department, agency, autonomous agency or public corporation in both English and Chamorro, the email address, public phone numbers, mailing address and physical location of the department, agency, autonomous agency or public corporation.

(c) The names and titles of the Director, Deputy Director or official in charge of the department, agency, autonomous agency or public corporation, as appropriate, as well as the names and titles of the administrators of each and all offices, programs, services, units or divisions under its purview, and the names of all board members of every board or commission associated with or appurtenant thereto, and an organizational chart demonstrating the relationships between all, as relevant.

(d) A list of all fees charged for any services.

(e) All rules and regulations in force as promulgated by the department, agency, autonomous agency or public corporation, or links thereto, as well as all proposed rules and regulations, or amendments thereto, as are progressing through the administrative adjudication process as detailed in the Administrative Adjudication Act.

(f) The budget for the department, agency, autonomous agency or public corporation as is in force and approved by *I Liheslaturan Guåhan* or the governing board as appropriate, as well as the proposed budget for the upcoming fiscal year, and in such form as is submitted to or approved by *I Liheslaturan Guåhan* or the governing board as appropriate, and all expenditures of the department, agency, autonomous agency or public corporation, such entries to be updated on a quarterly basis.

(g) The awardee, amount, duration and a general description of all contracts of any nature as entered into by the department, agency, autonomous agency or public corporation, such entries to be updated on a quarterly basis.

(h) The amount of and a general description of all grants received by the department, agency, autonomous agency or public corporation.

(i) The hours of operation of the department, agency, autonomous agency or public corporation, and all programs, units or services under its purview.

(j) A general description of the areas of responsibility of the department, agency, autonomous agency or public corporation, and all offices, programs, services, units or divisions under its purview,

as well as any public reports, studies and publications as the public might expect access to under Guam law.

(k) The results of audits, or links thereto, of the department, agency, autonomous agency or public corporation, or any component or service of same.

(l) In the case of a department, agency, autonomous agency or public corporation that generates its own income through fees for services or other fees, an annual statement detailing collection and income derived from such fees.

(m) All blank applications and other forms for services, licenses, government benefits, etc., of all agencies, autonomous agencies, public corporations and instrumentalities of the government of Guam. In the event that the nature of a form or application prevents it from being posted (such as carbon copy forms), the agency shall state on its website the reasons that such form cannot be posted. To the extent possible and practical, the agencies shall make the forms available in fill-able/savable/printable Adobe portable document format (PDF). Notwithstanding the requirements, *supra*, of this Subsection; the Unified Judiciary shall within its rule-making authority determine which documents shall be posted on its website and the form and manner in which such documents are to be posted.

Nothing in this Section shall be construed as limiting the information that a department, agency, autonomous agency or public corporation may provide to the general public via a home page or website.

SOURCE: Added by P.L. 24-301:2 (Dec. 18, 1998). Repealed and reenacted by P.L. 28-057:3 (June 30, 2005). Amended by P.L. 30-222:1 (Dec. 30, 2010).

NOTE: Pursuant to the authority granted by 1 GCA § 1606, numbers and/or letters were altered to adhere to the Compiler's alpha-numeric scheme.

§ 10307. Formats for Home Pages.

There are no special requirements for the format or construction of official Home Pages. Each Branch of government shall make every possible effort to ensure that official Home Pages use text and graphics formats that can be easily loaded and read by most Web browsers. For complex documents intended for download by the general public, such

SOURCE: Added by P.L. 30-051:1 (July 14, 2009).

2009 NOTE: P.L. 28-045:10 (June 6, 2005) changed the name of the Department of Education to the Guam Public School System. P.L. 30-050:2 (July 14, 2009) reverted to the Department of Education.

§ 10313. Special Requirement for Non-Immigrant Alien Temporary Labor Certifications approved by *I Maga'lahi* (the Governor).

Within six (6) calendar months of the enactment hereof, the Guam Department of Labor shall publish and update on a quarterly basis on its website a listing of all temporary labor certifications issued and attested to, as of the date of the enactment hereof, by *I Maga'lahi* (the Governor) pursuant to Chapter 7 of Title 17, Guam Administrative Rules and Regulations, including the name, telephone number, and physical address of the applicant for temporary labor certification; the position title for which the application was made; the number of United States residents who applied to fill said position; the number of qualified, willing, and available United States residents who applied to fill said position; and the date said application was submitted and approved.

SOURCE: Added by P.L. 31-124:1 (Sept. 30, 2011).

§ 10314. Acceptance of Applications, Filings and Forms for Services Via the Internet.

Notwithstanding any other provision of law, all entities of the government of Guam, inclusive of autonomous agencies, shall provide for the acceptance of applications, filings and forms for services through their official website. If the nature of an application, a filing or a form does not allow for it to be accepted via the internet, the respective government entity shall explicitly state the reason on its website.

SOURCE: Added by P.L. 31-187:1 (Feb. 27, 2012), effective (180) days upon enactment pursuant to P.L. 31-187:2.

§ 10315. Special Requirement for Medical Licenses.

Within six (6) months of the enactment hereof, the Guam Board of Medical Examiners *shall* publish, and update on a quarterly basis on its website, a listing of licenses issued pursuant to Article 2 (Physicians Practice Act) of Chapter 12, Title 10, Guam Code Annotated, including the license holder's name, primary work address, work phone number, specialty, initial date of licensure, license status, and board certifications.

SOURCE: Added by P.L. 33-080:1 (Nov. 9, 2015).

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FY 2020 Budget Summary

FY 2020 Budget Request

Item	Quantity	Unit Price	FY 2020 Request
Contractual			
Xerox Copier Lease	12	\$1,000	\$12,000
Advertisements	12	\$250	\$3,000
Printing Services	12	\$250	\$3,000
Network Administration	12	\$417	\$5,004
Website Maintenance	12	\$85	\$1,020
American Planning Association Membership Dues	1	\$300	\$300
AreGIS Software Maintenance	1	\$1,000	\$1,000
Seminars/Workshops/Briefings	12	\$250	\$3,000
Hagåtña Riverwalk Channeling and Watershed Feasibility Study	1	\$150,000	\$150,000
Hagåtña Riverwalk Esplanade Development District Feasibility Study	1	\$150,000	\$150,000
Paseo de Susana Planned Development District and Adelup Redevelopment Feasibility Projects	1	\$150,000	\$150,000
Reestablishment and Marketing of Hagåtña Annual Events Prior to World War II	1	\$43,000	\$43,000
Total Contractual			\$521,324
Supplies & Materials			
Office Supplies	1	\$5,511	\$5,511
Total Supplies & Materials			\$5,511
Equipment			
Computer Systems with UPS	4	\$2,000	\$8,000
Multimedia Projector	1	\$2,000	\$2,000
Camera	1	\$1,000	\$1,000
Public Address System	1	\$2,500	\$2,500
Total Equipment			\$13,500
MISCELLANEOUS			
Stipends	108	\$50	\$5,400
Total Miscellaneous			\$5,400
OFFICE SPACE RENTAL			
Office Space Rental	1	\$40,626	\$40,626
Total Office Space Rental			\$40,626
STAFFING			
Executive Director			\$88,200
Planner IV			\$93,171
Administrative Assistant			\$47,088
Program Coordinator IV			\$71,128
Total Staffing			\$299,587
FY2020 Request			\$885,948

FY 2020 Budget Law 35-36

FY2020 Request	\$885,948
2020 BUDGET LAW 35-36 for HARRA	\$274,732
Difference of	\$611,216

2020 Office Operations

Staffing	\$299,587
Supplies & Materials	\$5,511
Equipment	\$13,500
Office Space Rental at ITC	\$15,605.85
Contractual (Advertisements, Printing Services, Network Administration, Website Maintenance, APA Dues, AreGIS Software Maintenance, Seminars/Workshops/Briefings)	\$16,324.00
HARRA Vehicle (MOU with CLTC. Just need battery)	\$100.00
TOTAL	\$350,627.85
2020 BUDGET LAW 35-36 for HARRA	\$274,732.00
Difference of	\$75,895.85

**The FY 2020 passed budget for HARRA does not include the real estate taxes on improvements in Hagåtña owed to the HARRA. We are still getting this money.

FY 2020 Budget Summary

FY 2020 Budget Request

Item	Quantity	Unit Price	FY 2020 Request
Contractual			
Xerox Copier Lease	12	\$1,000	\$12,000
Advertisements	12	\$250	\$3,000
Printing Services	12	\$250	\$3,000
Network Administration	12	\$417	\$5,004
Website Maintenance	12	\$85	\$1,020
American Planning Association Membership Dues	1	\$300	\$300
AreGIS Software Maintenance	1	\$1,000	\$1,000
Seminars/Workshops/Briefings	12	\$250	\$3,000
Hagåtña Riverwalk Channeling and Watershed Feasibility Study	1	\$150,000	\$150,000
Hagåtña Riverwalk Esplanade Development District Feasibility Study	1	\$150,000	\$150,000
Paseo de Susana Planned Development District and Adelup Redevelopment Feasibility Projects	1	\$150,000	\$150,000
Reestablishment and Marketing of Hagåtña Annual Events Prior to World War II	1	\$43,000	\$43,000
Total Contractual			\$521,324
Supplies & Materials			
Office Supplies	1	\$5,511	\$5,511
Total Supplies & Materials			\$5,511
Equipment			
Computer Systems with UPS	4	\$2,000	\$8,000
Multimedia Projector	1	\$2,000	\$2,000
Camera	1	\$1,000	\$1,000
Public Address System	1	\$2,500	\$2,500
Total Equipment			\$13,500
MISCELLANEOUS			
Stipends	108	\$50	\$5,400
Total Miscellaneous			\$5,400
OFFICE SPACE RENTAL			
Office Space Rental	1	\$40,626	\$40,626
Total Office Space Rental			\$40,626
STAFFING			
Executive Director			\$88,200
Planner IV			\$93,171
Administrative Assistant			\$47,088
Program Coordinator IV			\$71,128
Total Staffing			\$299,587
FY2020 Request			\$885,948

FY 2020 Budget Law 35-36

FY2020 Request	\$885,948
2020 BUDGET LAW 35-36 for HRRA	\$274,732.00
Difference of	\$611,216

2020 Office Operations

Staffing	\$299,587
Supplies & Materials	\$5,511
Equipment	\$13,500
Office Space Rental at ITC	\$15,605.85
Contractual (Advertisements, Printing Services, Network Administration, Website Maintenance, APA Dues, AreGIS Software Maintenance, Seminars/Workshops/Briefings)	\$16,324.00
HRRA Vehicle (MOU with CLTC. Just need battery)	\$100.00
TOTAL	\$350,627.85
2020 BUDGET LAW 35-36 for HRRA	\$274,732.00
Difference of	\$75,895.85

**The FY 2020 passed budget for HRRA does not include the real estate taxes on improvements in Hagåtña owed to the HRRA. We are still getting this money.

1 **(ff) GUAM SOLID WASTE AUTHORITY (GSWA)**

2 (1) Appropriation. The sum of Nineteen Million Two Hundred

3 Forty-one Thousand One Hundred Ninety-six Dollars (\$19,241,196) is

4 appropriated from the Solid Waste Operations Fund to the Guam Solid Waste

5 Authority for its operations for Fiscal Year 2020.

6 **SUMMARY OF APPROPRIATIONS FUNDING SOURCE**

7 SOLID WASTE OPERATIONS FUND	\$19,241,196
8 TOTAL	\$19,241,196

9 For information purposes only:

10 FEDERAL MATCHING GRANTS-IN-AID	\$0
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11 **(gg) HAGÅTÑA RESTORATION AND REDEVELOPMENT**

12 **AUTHORITY (HRRA)**

13 (1) Appropriation. The sum of Two Hundred Seventy-four

14 Thousand Seven Hundred Thirty-two Dollars (\$274,732) is appropriated from

15 the Tourist Attraction Fund to the *Hagåtña* Restoration and Redevelopment

16 Authority for its operations for Fiscal Year 2020.

17 **SUMMARY OF APPROPRIATIONS FUNDING SOURCE**

18 TOURIST ATTRACTION FUND	\$274,732
19 TOTAL	\$274,732

20 For information purposes only:

21 FEDERAL MATCHING GRANTS-IN-AID	\$0
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FY 2020 Budget Summary

FY 2020 Budget Request

Item	Quantity	Unit Price	FY 2020 Request
Contractual			
Xerox Copier Lease	12	\$1,000	\$12,000
Advertisements	12	\$250	\$3,000
Printing Services	12	\$250	\$3,000
Network Administration	12	\$417	\$5,004
Website Maintenance	12	\$85	\$1,020
American Planning Association Membership Dues	1	\$300	\$300
AreGIS Software Maintenance	1	\$1,000	\$1,000
Seminars/Workshops/Briefings	12	\$250	\$3,000
Hagåtña Riverwalk Channeling and Watershed Feasibility Study	1	\$150,000	\$150,000
Hagåtña Riverwalk Esplanade Development District Feasibility Study	1	\$150,000	\$150,000
Paseo de Susana Planned Development District and Adelup Redevelopment Feasibility Projects	1	\$150,000	\$150,000
Reestablishment and Marketing of Hagåtña Annual Events Prior to World War II	1	\$43,000	\$43,000
Total Contractual			\$521,324
Supplies & Materials			
Office Supplies	1	\$5,511	\$5,511
Total Supplies & Materials			\$5,511
Equipment			
Computer Systems with UPS	4	\$2,000	\$8,000
Multimedia Projector	1	\$2,000	\$2,000
Camera	1	\$1,000	\$1,000
Public Address System	1	\$2,500	\$2,500
Total Equipment			\$13,500
MISCELLANEOUS			
Stipends	108	\$50	\$5,400
Total Miscellaneous			\$5,400
OFFICE SPACE RENTAL			
Office Space Rental	1	\$40,626	\$40,626
Total Office Space Rental			\$40,626
STAFFING			
Executive Director			\$88,200
Planner IV			\$93,171
Administrative Assistant			\$47,088
Program Coordinator IV			\$71,128
Total Staffing			\$299,587
FY2020 Request			\$885,948

FY 2020 Budget Law 35-36

FY2020 Request	\$885,948
2020 BUDGET LAW 35-36 for HRRA	\$874,732.00
Difference of	\$611,216
2020 Office Operations	
Staffing	\$299,587
Supplies & Materials	\$5,511
Equipment	\$13,500
Office Space Rental at ITC	\$15,605.85
Contractual (Advertisements, Printing Services, Network Administration, Website Maintenance, APA Dues, AreGIS Software Maintenance, Seminars/Workshops/Briefings)	\$16,324.00
HRRA Vehicle (MOU with CLTC. Just need battery)	\$100.00
TOTAL	\$350,627.85
2020 BUDGET LAW 35-36 for HRRA	\$274,732.00
Difference of	\$75,895.85

**The FY 2020 passed budget for HRRA does not include the real estate taxes on improvements in Hagåtña owed to the HRRA. We are still getting this money.

1 **(ff) GUAM SOLID WASTE AUTHORITY (GSWA)**

2 (1) Appropriation. The sum of Nineteen Million Two Hundred

3 Forty-one Thousand One Hundred Ninety-six Dollars (\$19,241,196) is

4 appropriated from the Solid Waste Operations Fund to the Guam Solid Waste

5 Authority for its operations for Fiscal Year 2020.

6 **SUMMARY OF APPROPRIATIONS FUNDING SOURCE**

7 SOLID WASTE OPERATIONS FUND	\$19,241,196
8 TOTAL	\$19,241,196

9 For information purposes only:

10 FEDERAL MATCHING GRANTS-IN-AID	\$0
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11 **(gg) HAGÅTÑA RESTORATION AND REDEVELOPMENT**

12 **AUTHORITY (HRRA)**

13 (1) Appropriation. The sum of Two Hundred Seventy-four

14 Thousand Seven Hundred Thirty-two Dollars (\$274,732) is appropriated from

15 the Tourist Attraction Fund to the *Hagåtña* Restoration and Redevelopment

16 Authority for its operations for Fiscal Year 2020.

17 **SUMMARY OF APPROPRIATIONS FUNDING SOURCE**

18 TOURIST ATTRACTION FUND	\$274,732
19 TOTAL	\$274,732

20 For information purposes only:

21 FEDERAL MATCHING GRANTS-IN-AID	\$0
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FY 2020 Budget Summary

FY 2020 Budget Request

Item	Quantity	Unit Price	FY 2020 Request
Contractual			
Xerox Copier Lease	12	\$1,000	\$12,000
Advertisements	12	\$250	\$3,000
Printing Services	12	\$250	\$3,000
Network Administration	12	\$417	\$5,004
Website Maintenance	12	\$85	\$1,020
American Planning Association Membership Dues	1	\$300	\$300
AreGIS Software Maintenance	1	\$1,000	\$1,000
Seminars/Workshops/Briefings	12	\$250	\$3,000
Hagåtña Riverwalk Channeling and Watershed Feasibility Study	1	\$150,000	\$150,000
Hagåtña Riverwalk Esplanade Development District Feasibility Study	1	\$150,000	\$150,000
Paseo de Susana Planned Development District and Adelup Redevelopment Feasibility Projects	1	\$150,000	\$150,000
Reestablishment and Marketing of Hagåtña Annual Events Prior to World War II	1	\$43,000	\$43,000
Total Contractual			\$521,324
Supplies & Materials			
Office Supplies	1	\$5,511	\$5,511
Total Supplies & Materials			\$5,511
Equipment			
Computer Systems with UPS	4	\$2,000	\$8,000
Multimedia Projector	1	\$2,000	\$2,000
Camera	1	\$1,000	\$1,000
Public Address System	1	\$2,500	\$2,500
Total Equipment			\$13,500
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Office Space Rental	1	\$40,626	\$40,626
Total Office Space Rental			\$40,626
STAFFING			
Executive Director			\$88,200
Planner IV			\$93,171
Administrative Assistant			\$47,088
Program Coordinator IV			\$71,128
Total Staffing			\$299,587
FY2020 Request			\$885,948

FY 2020 Budget Law 35-36

FY2020 Request	\$885,948
2020 BUDGET LAW 35-36 for HRRA	\$274,732
Difference of	\$611,216

2020 Office Operations

Staffing	\$299,587
Supplies & Materials	\$5,511
Equipment	\$13,500
Office Space Rental at ITC	\$15,605.85
Contractual (Advertisements, Printing Services, Network Administration, Website Maintenance, APA Dues, AreGIS Software Maintenance, Seminars/Workshops/Briefings)	\$16,324.00
HRRA Vehicle (MOU with CLTC. Just need battery)	\$100.00
TOTAL	\$350,627.85
2020 BUDGET LAW 35-36 for HRRA	\$274,732.00
Difference of	\$75,895.85

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5 Authority for its operations for Fiscal Year 2020.

6 **SUMMARY OF APPROPRIATIONS FUNDING SOURCE**

7 SOLID WASTE OPERATIONS FUND	\$19,241,196
8 TOTAL	\$19,241,196

9 For information purposes only:

10 FEDERAL MATCHING GRANTS-IN-AID	\$0
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11 **(gg) HAGÅTÑA RESTORATION AND REDEVELOPMENT**

12 **AUTHORITY (HRRA)**

13 (1) Appropriation. The sum of Two Hundred Seventy-four

14 Thousand Seven Hundred Thirty-two Dollars (\$274,732) is appropriated from

15 the Tourist Attraction Fund to the *Hagåtña* Restoration and Redevelopment

16 Authority for its operations for Fiscal Year 2020.

17 **SUMMARY OF APPROPRIATIONS FUNDING SOURCE**

18 TOURIST ATTRACTION FUND	\$274,732
19 TOTAL	\$274,732

20 For information purposes only:

21 FEDERAL MATCHING GRANTS-IN-AID	\$0
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FY 2020 Budget Summary

FY 2020 Budget Request

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Reestablishment and Marketing of Hagåtña Annual Events Prior to World War II	1	\$43,000	\$43,000
Total Contractual			\$521,324
Supplies & Materials			
Office Supplies	1	\$5,511	\$5,511
Total Supplies & Materials			\$5,511
Equipment			
Computer Systems with UPS	4	\$2,000	\$8,000
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Public Address System	1	\$2,500	\$2,500
Total Equipment			\$13,500
MISCELLANEOUS			
Stipends	108	\$50	\$5,400
Total Miscellaneous			\$5,400
OFFICE SPACE RENTAL			
Office Space Rental	1	\$40,626	\$40,626
Total Office Space Rental			\$40,626
STAFFING			
Executive Director			\$88,200
Planner IV			\$93,171
Administrative Assistant			\$47,088
Program Coordinator IV			\$71,128
Total Staffing			\$299,587
FY2020 Request			\$885,948

FY 2020 Budget Law 35-36

FY2020 Request	\$885,948
2020 BUDGET LAW 35-36 for HARRA	\$374,732
Difference of	\$611,216

2020 Office Operations

Staffing	\$299,587
Supplies & Materials	\$5,511
Equipment	\$13,500
Office Space Rental at ITC	\$15,605.85
Contractual (Advertisements, Printing Services, Network Administration, Website Maintenance, APA Dues, AreGIS Software Maintenance, Seminars/Workshops/Briefings)	\$16,324.00
HARRA Vehicle (MOU with CLTC. Just need battery)	\$100.00
TOTAL	\$350,627.85
2020 BUDGET LAW 35-36 for HARRA	\$274,732.00
Difference of	\$75,895.85

**The FY 2020 passed budget for HARRA does not include the real estate taxes on improvements in Hagåtña owed to the HARRA. We are still getting this money.

1 **(ff) GUAM SOLID WASTE AUTHORITY (GSWA)**

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5 Authority for its operations for Fiscal Year 2020.

6 **SUMMARY OF APPROPRIATIONS FUNDING SOURCE**

7 SOLID WASTE OPERATIONS FUND	\$19,241,196
8 TOTAL	\$19,241,196

9 For information purposes only:

10 FEDERAL MATCHING GRANTS-IN-AID	\$0
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11 **(gg) HAGÅTÑA RESTORATION AND REDEVELOPMENT**

12 **AUTHORITY (HRRA)**

13 (1) Appropriation. The sum of Two Hundred Seventy-four

14 Thousand Seven Hundred Thirty-two Dollars (\$274,732) is appropriated from

15 the Tourist Attraction Fund to the *Hagåtña* Restoration and Redevelopment

16 Authority for its operations for Fiscal Year 2020.

17 **SUMMARY OF APPROPRIATIONS FUNDING SOURCE**

18 TOURIST ATTRACTION FUND	\$274,732
19 TOTAL	\$274,732

20 For information purposes only:

21 FEDERAL MATCHING GRANTS-IN-AID	\$0
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FY 2020 Budget Summary

FY 2020 Budget Request

Item	Quantity	Unit Price	FY 2020 Request
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Reestablishment and Marketing of Hagåtña Annual Events Prior to World War II	1	\$43,000	\$43,000
Total Contractual			\$521,324
Supplies & Materials			
Office Supplies	1	\$5,511	\$5,511
Total Supplies & Materials			\$5,511
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Administrative Assistant			\$47,088
Program Coordinator IV			\$71,128
Total Staffing			\$299,587
FY2020 Request			\$885,948

FY 2020 Budget Law 35-36

FY2020 Request	\$885,948
2020 BUDGET LAW 35-36 for HARRA	\$274,732.00
Difference of	\$611,216

2020 Office Operations

Staffing	\$299,587
Supplies & Materials	\$5,511
Equipment	\$13,500
Office Space Rental at ITC	\$15,605.85
Contractual (Advertisements, Printing Services, Network Administration, Website Maintenance, APA Dues, AreGIS Software Maintenance, Seminars/Workshops/Briefings)	\$16,324.00
HRRA Vehicle (MOU with CLTC. Just need battery)	\$100.00
TOTAL	\$350,627.85
2020 BUDGET LAW 35-36 for HRRA	\$274,732.00
Difference of	\$75,895.85

**The FY 2020 passed budget for HRRA does not include the real estate taxes on improvements in Hagåtña owed to the HRRA. We are still getting this money.

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6 **SUMMARY OF APPROPRIATIONS FUNDING SOURCE**

7 SOLID WASTE OPERATIONS FUND	\$19,241,196
8 TOTAL	\$19,241,196

9 For information purposes only:

10 FEDERAL MATCHING GRANTS-IN-AID	\$0
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11 **(gg) HAGÂTÑA RESTORATION AND REDEVELOPMENT**

12 **AUTHORITY (HRRA)**

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14 Thousand Seven Hundred Thirty-two Dollars (\$274,732) is appropriated from

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16 Authority for its operations for Fiscal Year 2020.

17 **SUMMARY OF APPROPRIATIONS FUNDING SOURCE**

18 TOURIST ATTRACTION FUND	\$274,732
19 TOTAL	\$274,732

20 For information purposes only:

21 FEDERAL MATCHING GRANTS-IN-AID	\$0
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Supplies & Materials			
Office Supplies	1	\$5,511	\$5,511
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Administrative Assistant			\$47,088
Program Coordinator IV			\$71,128
Total Staffing			\$299,587
FY2020 Request			\$885,948

FY 2020 Budget Law 35-36

FY2020 Request	\$885,948
2020 BUDGET LAW 35-36 for HARRA	\$274,732
Difference of	\$611,216
2020 Office Operations	
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TOTAL	\$350,627.85
2020 BUDGET LAW 35-36 for HARRA	\$274,732.00
Difference of	\$75,895.85

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7 SOLID WASTE OPERATIONS FUND	\$19,241,196
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9 For information purposes only:

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11 **(gg) HAGÅTÑA RESTORATION AND REDEVELOPMENT**

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FY2020 Request	\$885,948
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Staffing	\$299,587
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6 **SUMMARY OF APPROPRIATIONS FUNDING SOURCE**

7 SOLID WASTE OPERATIONS FUND	\$19,241,196
8 TOTAL	\$19,241,196

9 For information purposes only:

10 FEDERAL MATCHING GRANTS-IN-AID	\$0
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11 **(gg) HAGÅTÑA RESTORATION AND REDEVELOPMENT**

12 **AUTHORITY (HRRA)**

13 (1) Appropriation. The sum of Two Hundred Seventy-four

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Program Coordinator IV			\$71,128
Total Staffing			\$299,587
FY2020 Request			\$885,948

FY 2020 Budget Law 35-36

FY2020 Request	\$885,948
2020 BUDGET LAW 35-36 for HRRRA	\$274,732
Difference of	\$611,216
2020 Office Operations	
Staffing	\$299,587
Supplies & Materials	\$5,511
Equipment	\$13,500
Office Space Rental at ITC	\$15,605.85
Contractual (Advertisements, Printing Services, Network Administration, Website Maintenance, APA Dues, AreGIS Software Maintenance, Seminars/Workshops/Briefings)	\$16,324.00
HRRRA Vehicle (MOU with CLTC. Just need battery)	\$100.00
TOTAL	\$350,627.85
2020 BUDGET LAW 35-36 for HRRRA	\$274,732.00
Difference of	\$75,895.85

**The FY 2020 passed budget for HRRRA does not include the real estate taxes on improvements in Hagåtña owed to the HRRRA. We are still getting this money.

1 **(ff) GUAM SOLID WASTE AUTHORITY (GSWA)**

2 (1) Appropriation. The sum of Nineteen Million Two Hundred

3 Forty-one Thousand One Hundred Ninety-six Dollars (\$19,241,196) is

4 appropriated from the Solid Waste Operations Fund to the Guam Solid Waste

5 Authority for its operations for Fiscal Year 2020.

6 **SUMMARY OF APPROPRIATIONS FUNDING SOURCE**

7 SOLID WASTE OPERATIONS FUND	\$19,241,196
8 TOTAL	\$19,241,196

9 For information purposes only:

10 FEDERAL MATCHING GRANTS-IN-AID	\$0
--------------------------------------------	-----

11 **(gg) HAGÅTÑA RESTORATION AND REDEVELOPMENT**

12 **AUTHORITY (HRRA)**

13 (1) Appropriation. The sum of Two Hundred Seventy-four

14 Thousand Seven Hundred Thirty-two Dollars (\$274,732) is appropriated from

15 the Tourist Attraction Fund to the *Hagåtña* Restoration and Redevelopment

16 Authority for its operations for Fiscal Year 2020.

17 **SUMMARY OF APPROPRIATIONS FUNDING SOURCE**

18 TOURIST ATTRACTION FUND	\$274,732
19 TOTAL	\$274,732

20 For information purposes only:

21 FEDERAL MATCHING GRANTS-IN-AID	\$0
--------------------------------------------	-----

Parliamentary Procedure for Meetings

Robert's Rules of Order is the standard for facilitating discussions and group decision-making. Copies of the rules are available at most bookstores. Although they may seem long and involved, having an agreed-upon set of rules makes meetings run easier. *Robert's Rules* will help your group have better meetings, not make them more difficult. Your group is free to modify them or find another suitable process that encourages fairness and participation, unless your bylaws state otherwise.

Here are the basic elements of *Robert's Rules*, used by most organizations:

1. **Motion:** To introduce a new piece of business or propose a decision or action, a motion must be made by a group member ("I move that.....") A second motion must then also be made (raise your hand and say, "I second it.") After limited discussion the group then votes on the motion. A majority vote is required for the motion to pass (or quorum as specified in your bylaws.)
2. **Postpone Indefinitely:** This tactic is used to kill a motion. When passed, the motion cannot be reintroduced at that meeting. It may be brought up again at a later date. This is made as a motion ("I move to postpone indefinitely..."). A second is required. A majority vote is required to postpone the motion under consideration.
3. **Amend:** This is the process used to change a motion under consideration. Perhaps you like the idea proposed but not exactly as offered. Raise your hand and make the following motion: "I move to amend the motion on the floor." This also requires a second. After the motion to amend is seconded, a majority vote is needed to decide whether the amendment is accepted. Then a vote is taken on the amended motion. In some organizations, a "friendly amendment" is made. If the person who made the original motion agrees with the suggested changes, the amended motion may be voted on without a separate vote to approve the amendment.
4. **Commit:** This is used to place a motion in committee. It requires a second. A majority vote must rule to carry it. At the next meeting the committee is required to prepare a report on the motion committed. If an appropriate committee exists, the motion goes to that committee. If not, a new committee is established.
5. **Question:** To end a debate immediately, the question is called (say "I call the question") and needs a second. A vote is held immediately (no further discussion is allowed). A two-thirds vote is required for passage. If it is passed, the motion on the floor is voted on immediately.
6. **Table:** To table a discussion is to lay aside the business at hand in such a manner that it will be considered later in the meeting or at another time ("I make a motion to table this discussion until the next meeting. In the meantime, we will get more information so we can better discuss the issue.") A second is needed and a majority vote required to table the item being discussed.
7. **Adjourn:** A motion is made to end the meeting. A second motion is required. A majority vote is then required for the meeting to be adjourned (ended).

Note: If more than one motion is proposed, the most recent takes precedence over the ones preceding it. For example if #6, a motion to table the discussion, is proposed, it must be voted on before #3, a motion to amend, can be decided.

In a smaller meeting, like a committee or board meeting, often only four motions are used:

- To introduce (motion.)
- To change a motion (amend.)
- To adopt (accept a report without discussion.)
- To adjourn (end the meeting.)

Remember, these processes are designed to ensure that everyone has a chance to participate and to share ideas in an orderly manner. Parliamentary procedure should not be used to prevent discussion of important issues.

Board and committee chairpersons and other leaders may want to get some training in meeting facilitation and in using parliamentary procedure. Additional information on meeting processes, dealing with difficult people, and using *Robert's Rules* is available from district office staff and community resources such as the League of Women Voters, United Way and other technical assistance providers. Parliamentary Procedure at a Glance, by O. Garfield Jones, is an excellent and useful guide for neighborhood association chairs.

Tips in Parliamentary Procedure

The following summary will help you determine when to use the actions described in *Robert's Rules*.

- A main motion must be moved, seconded, and stated by the chair before it can be discussed.
- If you want to move, second, or speak to a motion, *stand and address the chair*.
- If you approve the motion as is, *vote for it*.
- If you disapprove the motion, *vote against it*.
- If you approve the idea of the motion but want to change it, *amend it or submit a substitute for it*.
- If you want advice or information to help you make your decision, *move to refer the motion to an appropriate quorum or committee with instructions to report back*.
- If you feel they can handle it better than the assembly, *move to refer the motion to a quorum or committee with power to act*.
- If you feel that there the pending question(s) should be delayed so more urgent business can be considered, *move to lay the motion on the table*.
- If you want time to think the motion over, *move that consideration be deferred to a certain time*.
- If you think that further discussion is unnecessary, *move the previous question*.
- If you think that the assembly should give further consideration to a motion referred to a quorum or committee, *move the motion be recalled*.
- If you think that the assembly should give further consideration to a matter already voted upon, *move that it be reconsidered*.
- If you do not agree with a decision rendered by the chair, *appeal the decision to the assembly*.
- If you think that a matter introduced is not germane to the matter at hand, *a point of order may be raised*.
- If you think that too much time is being consumed by speakers, *you can move a time limit on such speeches*.
- If a motion has several parts, and you wish to vote differently on these parts, *move to divide the motion*.

PARLIAMENTARY PROCEDURE AT A GLANCE

TO DO THIS	YOU SAY THIS	MAY YOU INTERRUPT SPEAKER	MUST YOU BE SECONDED	IS MOTION DEBATABLE	WHAT VOTE REQUIRED
Adjourn meeting*	I move that we adjourn	No	Yes	No	Majority
Recess meeting	I move that we recess until...	No	Yes	No	Majority
Complain about noise, room temperature, etc.*	Point of privilege	Yes	No	No	No vote
Suspend further consideration of something*	I move we table it	No	Yes	No	Majority
End debate	I move the previous question	No	Yes	No	2/3 vote
Postpone consideration of something	I move we postpone this matter until...	No	Yes	Yes	Majority
Have something studied further	I move we refer this matter to committee	No	Yes	Yes	Majority
Amend a motion	I move this motion be amended by...	No	Yes	Yes	Majority
Introduce business (a primary motion)	I move that...	No	Yes	Yes	Majority
Object to procedure or personal attack*	Point of order	Yes	No	No	No vote Chair decides
Request information	Point of information	Yes	No	No	No vote
Ask for actual count to verify voice vote	I call for a division of the house	No	No	No	No vote
Object consideration of multiple vote*	I object to consideration of this question	Yes	No	No	2/3 vote
Take up a matter previously tabled*	I move to take from the table...	No	Yes	No	Majority
Reconsider something already disposed of*	I move we reconsider our action relative to...	Yes	Yes	Yes	Majority
Consider something already out of its schedule*	I move we suspend the rules and consider...	No	Yes	No	2/3 vote
Vote on a ruling by the Chair	I appeal the Chair's decision	Yes	Yes	Yes	Majority

*Not amendable

PARLIAMENTARY PROCEDURE AT A GLANCE

		Debatable	Amendable	Can Be Reconsidered	Requires 2/3 Vote
Privileged Motions	Fix Time at Which to Adjourn	No	Yes	No	No
	Adjourn	No	No	Yes	No
	Question of Privilege	No	Yes	Yes	No
	Call for Order of Day	No	No	Yes	No
Incidental Motions	Appeal	Yes	No	Yes	No
	Objection to Consideration of a Question	No	No	Yes	Yes
	Point of Information	No	No	No	No
	Point of Order	No	No	No	No
	Read Papers	No	No	Yes	No
	Suspend the Rules	No	No	No	Yes
	Withdraw a Motion	No	No	Yes	No
Subsidiary Motions	Lay on the Table	No	No	Yes	No
	The Previous Question (close debate)	No	No	Yes	Yes
	Limit or Extend Debate	No	Yes	Yes	Yes
	Postpone to a Definite Time	Yes	Yes	Yes	No
	Refer to Committee	Yes	Yes	Yes	No
	Amend the Amendment	Yes	No	No	No
	Amendment	Yes	Yes	Yes	No
	Postpone Indefinitely	Yes	No	Yes	No
Main Motion	Main or Procedural Motion	Yes	Yes	Yes	No

This table presents the motions in order of precedence. Each motion takes precedence over the can be considered ahead of) the motions listed below it. No motion can supersede the be considered before) any of the motions listed above it.

PLEASE NOTE: many organizations use only the Main Motion and Subsidiary Motions, handling other matters on an informal basis.

IN THE MEETING

TO INTRODUCE A MOTION:

Stand when no one else has the floor.

Address the Chair by the proper title.

Wait until the chair recognizes you.

- Now that you have the floor and can proceed with your motion say "I move that...", state your motion clearly and sit down.
- Another member may second your motion. A second merely implies that the seconder agrees that the motion should come before the assembly and not that he/she is in favor of the motion.
- If there is no second, the Chair says, "The motion is not before you at this time." The motion is not lost, as there has been no vote taken.
- If there is a second, the Chair states the question by saying "It has been moved and seconded that ... (state the motion). . ., is there any discussion?"

DEBATE OR DISCUSSING THE MOTION:

- The member who made the motion is entitled to speak first.
- Every member has the right to speak in debate.
- The Chair should alternate between those "for" the motion and those "against" the motion.
- The discussion should be related to the pending motion.
- Avoid using a person's name in debate.
- All questions should be directed to the Chair.
- Unless there is a special rule providing otherwise, a member is limited to speak once to a motion.
- Asking a question or a brief suggestion is not counted in debate.
- A person may speak a second time in debate with the assembly's permission.

VOTING ON A MOTION:

- Before a vote is taken, the Chair puts the question by saying "Those in favor of the motion that ... (repeat the motion)... say "Aye." Those opposed say "No." Wait, then say "The motion is carried," or "The motion is lost."
- Some motions require a 2/3 vote. A 2/3 vote is obtained by standing
- If a member is in doubt about the vote, he may call out "division." A division is a demand for a standing vote.
- A majority vote is more than half of the votes cast by persons legally entitled to vote.
- A 2/3 vote means at least 2/3 of the votes cast by persons legally entitled to vote.
- A tie vote is a lost vote, since it is not a majority.

AMENDMENTS ILLUSTRATED

Any main motion or resolution may be amended by:

1. Adding at the end
2. Striking out a word or words
3. Inserting a word or words
4. Striking out and inserting a word or words
5. Substitution

A member rises, addresses the chair, receives recognition, and states the motion:

"I move that . . ."

Another member seconds the motion.

The Chair repeats the motion and says,
"Is there any discussion?"

To improve the motion, a member rises,
receives recognition and says, "I move
to amend the motion by . . ."

Another member seconds the amendment.

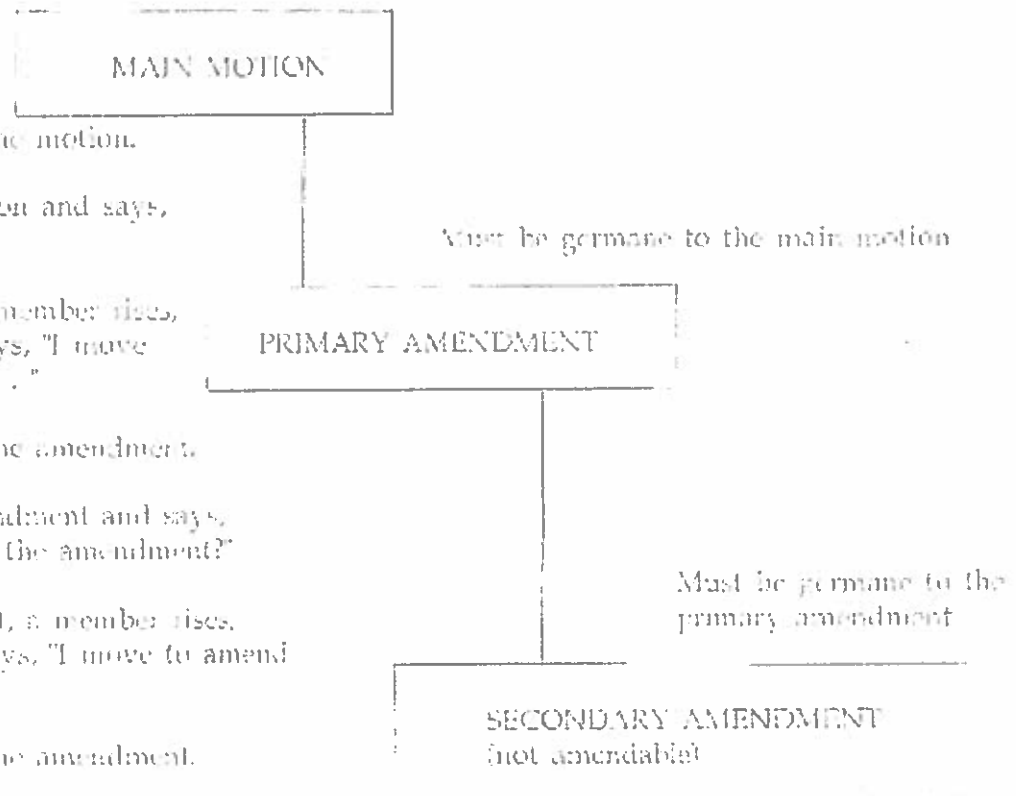
The Chair repeats the amendment and says,
"Is there any discussion on the amendment?"

To improve the amendment, a member rises,
receives recognition, and says, "I move to amend
the amendment by . . ."


Another member seconds the amendment.

The Chair repeats the amendment to the amendment
and says, "Is there any discussion on the
amendment to the amendment?"

- When discussion ceases, the Chair says, "Those in favor of the amendment to the amendment say 'Aye.' Those opposed say 'No.'"
- If the vote was in the affirmative, the amendment is included in the primary amendment. The Chair then says, "Is there any discussion on the amended amendment?"
- If there is no discussion, a vote is taken on the amended amendment. If the vote is in the affirmative, the amendment is included in the main motion. The chair then says, "Is there any discussion on the amended motion?"
- At this place, the motion can again be amended.
- If there is no further discussion, a vote is taken on the amended motion.
- Even though the amendments carried in the affirmative, the main motion as amended can be defeated.



OPEN GOVERNMENT LAW TRAINING



PRESENTED TO THE SENATORS AND STAFF OF THE 35TH GUAM LEGISLATURE

PRESENTATION BY: **OFFICE OF THE ATTORNEY GENERAL**
 DATE: **SEPTEMBER 11, 2019**
 TIME: **10:00 AM - 12:00 PM**
 LOCATION: **SENATE CHAMBERS, 35TH GUAM LEGISLATURE**

OUR OPEN GOVERNMENT LAW THROUGH TIME

SOME RECENT HEADLINES

Airport Budget: Judge's ruling that is critical after government vote




CCU members in executive session say \$25,000 more for managers needed



STANDARDS PRODUCTS & SUPPLIES AVAILABLE



HISTORICALLY THERE HAVE BEEN ISSUES



OFFICE OF THE ATTORNEY GENERAL

Guam
San Juan, Puerto Rico
San Francisco, California
San Jose, Costa Rica
San Salvador, El Salvador

March 1, 2017

Honorable Maria A. Santiago
Guam
San Juan, Puerto Rico
San Francisco, California
San Jose, Costa Rica
San Salvador, El Salvador

Re: Request for the Hon. Santiago, et al. to
San Juan, Puerto Rico
San Francisco, California
San Jose, Costa Rica
San Salvador, El Salvador

Dear Honorable Santiago:

This office is in receipt of your letter dated February 1, 2017,
in which you requested information on the following:

REQUEST: Has the Attorney General, et al. been advised of the
status of the request for information on the following:

SOME HAVE REAL CONSEQUENCES

A.G. charges GHURA officials with conspiracy related to Federal Low Income Housing Tax Credits



Supreme Court affirms ruling against veterinarian Joseph

Joseph, a veterinarian, was charged with conspiracy related to the Federal Low Income Housing Tax Credits. The Supreme Court affirmed the ruling against him.

WHAT I HOPE TO COMMUNICATE WITH THIS PRESENTATION

1. Quickly go over the nuts and bolts of the OGL
 2. See what is working in the OGL
 3. Tack out areas which seem to have historically given people problems
- Look at areas which might have problems in the future and think out potential solutions

LEGISLATIVE POLICY/INTENT

WHAT IS THE LAW SUPPOSE TO DO?

WHY THE OGL WAS MADE LAW: § 8102. Policy

The purpose of the OGL is to provide a framework for the development of policy and to ensure that the policy is consistent with the principles of the OGL. The OGL is a framework for the development of policy and to ensure that the policy is consistent with the principles of the OGL.

Development of public policy and decisions should be made in a way that is consistent with the principles of the OGL.

The purpose of the OGL is to provide a framework for the development of policy and to ensure that the policy is consistent with the principles of the OGL.

The purpose of the OGL is to provide a framework for the development of policy and to ensure that the policy is consistent with the principles of the OGL.

WHAT THE POLICY/DECISIONMAKERS MUST DO: (HOLD) § 8103. Open Meetings.

(a) Every meeting of a public agency shall be open and public, and any person shall be permitted to attend any public agency meeting, except as otherwise provided in this Chapter ...

STATES WITH OGL LAWS

ALL 50

Alabama	Alaska	Arizona
Arkansas	California	Colorado
Connecticut	Delaware	District of Columbia
Florida	Georgia	Hawaii
Idaho	Illinois	Indiana
Iowa	Kansas	Kentucky
Louisiana	Maine	Maryland
Massachusetts	Michigan	Minnesota
Mississippi	Missouri	Montana
Nebraska	Nevada	New Hampshire
New Jersey	New Mexico	New York
North Carolina	North Dakota	Ohio
Oklahoma	Oregon	Pennsylvania
Rhode Island	South Carolina	South Dakota
Tennessee	Texas	Utah
Vermont	Virginia	Washington
West Virginia	Wisconsin	Wyoming

IMPORTANT TERMS TO UNDERSTAND

BEFORE APPLYING THE LAW AND POLICY

APPLYING THE OGL TO THE PROCESS OF GOVERNING

WHICH PARTS OF THE GOVERNMENT?
DOING WHAT?

Age: 3 to 10 years, ages 7 to 10 years is best

Meeting means the convening of a governing body of a public agency for which a quorum is required in order to make a decision or to deliberate toward a decision on any matter. Meeting does not include any on-site inspection of any project or program.

IT MUST PASS THE "DAY 2 TEST"

WHAT TYPES OF MEETINGS ARE THERE?

- 8106 Regular Meeting regularly scheduled meeting
- 8108 Special Meeting a meeting that occurs at another or an irregularly scheduled monthly meeting
- 8111 Executive Session; closed session; confidential session; public communication session within the scope of the public information laws and rules

NOT THINGS OF THE WORKING SESSION

8106-8107. Regular Meetings

- 8106 Regular Meeting regularly scheduled meeting
- 8107 Special Meeting a meeting that occurs at another or an irregularly scheduled monthly meeting
- 8108 Executive Session; closed session; confidential session; public communication session within the scope of the public information laws and rules

8108. Special meetings

- 8108 Special Meeting a meeting that occurs at another or an irregularly scheduled monthly meeting
- 8109 Executive Session; closed session; confidential session; public communication session within the scope of the public information laws and rules
- 8110 Executive Session; closed session; confidential session; public communication session within the scope of the public information laws and rules

8111. Executive sessions

- 8111 Executive Session; closed session; confidential session; public communication session within the scope of the public information laws and rules
- 8112 Executive Session; closed session; confidential session; public communication session within the scope of the public information laws and rules
- 8113 Executive Session; closed session; confidential session; public communication session within the scope of the public information laws and rules

Section 8113.1

- ## WHAT HAPPENS IF THE BOARD DOES NOT COMPLY?

WHAT HAPPENS TO THE BOARD MEMBERS?

Any action taken at a meeting in violation of any Section of this Chapter shall be void and of no effect, provided that this nullification of actions taken at such meetings shall not apply to any commitment, otherwise legal, affecting the public debt of the entity concerned.

CRIMINAL ACTION: § 8115 (b)

Each member of a public agency who attends a meeting of a public agency in violation of any provision of this chapter with knowledge of the fact that the meeting is in violation thereof is guilty of a misdemeanor.

1. Attend a meeting (NIPDA/QUORUM)
 2. Aggravation (violation of CGS § 54-2a)
 3. Knowledge that the meeting is a violation of the law
- MISDEMEANOR**

CHECKLIST FOR COMPLIANCE

ADVISORY

1. Review the agenda for the meeting to ensure that all items are included and that the agenda is distributed to all members of the public agency in a timely manner.

2. Review the agenda for the meeting to ensure that all items are included and that the agenda is distributed to all members of the public agency in a timely manner.

3. Review the agenda for the meeting to ensure that all items are included and that the agenda is distributed to all members of the public agency in a timely manner.

4. Review the agenda for the meeting to ensure that all items are included and that the agenda is distributed to all members of the public agency in a timely manner.

5. Review the agenda for the meeting to ensure that all items are included and that the agenda is distributed to all members of the public agency in a timely manner.

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7. Review the agenda for the meeting to ensure that all items are included and that the agenda is distributed to all members of the public agency in a timely manner.

8. Review the agenda for the meeting to ensure that all items are included and that the agenda is distributed to all members of the public agency in a timely manner.

9. Review the agenda for the meeting to ensure that all items are included and that the agenda is distributed to all members of the public agency in a timely manner.

10. Review the agenda for the meeting to ensure that all items are included and that the agenda is distributed to all members of the public agency in a timely manner.

SI YU'US MA'ASE

Basic Skills Training for Board & Commission Members



GUAM COMMUNITY COLLEGE

Kulehon Kummuidat Guáhan

Instructor: Dr. Karri Perez

Disclaimer

- This training presentation was developed as an educational tool by the instructor and Guam Community College (GCC). The information and/or opinions expressed in this presentation are for training purposes and should not be considered, nor are they intended to provide, legal advice to any of you as individuals or to any entity. The information contained in this presentation is for general information purposes only. You should consult with your own legal advisors before taking any actions based on information provided in this presentation.

Introduction

- Congratulations on your appointment or election to your position!
- This presentation was developed to deliver basic information on board/commission responsibilities in general.

The Basics Skills of Being a Board or Commission Member:

- What is a board or commission?
- What are some various forms of boards and commissions?
- What is the role of the Chairman?
- What is the role of a member?
- What are basic professional standards for board and commission members ?

Section Overview

1. Ethics in Government
2. Robert's Rules of Order
3. Policy Making versus Micro-Management
4. Open Government
5. FOIA Requests
6. Procurement Laws

Ethics in Government

- Defining Ethics versus Morals
- Ethical Behavior and Public Perception
- Authority versus Responsibility

Ethics in Government

Six Ethical Values Relevant to Public Service

- Trustworthiness
- Responsibility
- Respect
- Compassion
- Fairness
- Citizenship



Ethics in Government

Conflict of Interest

- What is Conflict of Interest?
- What to ask when determining if there is a conflict of interest?
- What public service employees should know to avoid conflict of interest.

Ethics in Government

- Steps to take during a conflict of interest situation that will require a decision:
 - 1) Determine if there is a conflict or potential conflict of interest.
 - 2) Communicate the potential conflict.
 - 3) Abstain from voting or otherwise influencing the decision.

Ethics in Government

Gifts

- What is the definition of a gift?
- What is the government's gift policy?
- Are there any exceptions?
- What are gift acceptance questions to ask?



Robert's Rules of Order

- What are they?
- Why are they important?
- What are the key rules for board/commission meetings?

Robert's Rules of Order

- Important points to know when participating in board/commission meetings:
 - The Agenda
 - The Chairperson
 - Making a motion
 - Making Amendments
 - Making Special Amendments

Robert's Rules of Order

Key terms:

- Point of Privilege
- Parliamentary Inquiry
- Point of Information
- Orders of the Day
- Point of Order
- Main Motion
- Divide the Question
- Consider by Paragraph
- Amend
- Withdraw/Modify Motion
- Commit/Refer/Recommit to Committee
- Extend Debate
- Limit Debate
- Postpone to a Certain Time
- Object to Consideration
- Lay on the Table
- Take from the Table
- Reconsider
- Postpone Indefinitely
- Previous Question
- Informal Consideration
- Appeal Decision of the Chair
- Suspend the Rules

Robert's Rules of Order

5 biggest mistakes made using Robert's Rules of Order

- 1) Using Robert's Rules of Order as a weapon
- 2) Not teaching members the basics
- 3) Relying on just institutional knowledge
- 4) Not restating the motion, both chair and members
- 5) Going too fast through meetings (slow down, so you can speed up)

Robert's Rules of Order

Tip Sheet

Meeting Structure

The following outlines the structure of a typical meeting using this method.

- **Call to Order**
- **Roll call of members present** (voting delegate to respond)
- **Reading of the minutes of the last meeting**
 - Meeting leader typically will ask if there are any additions or changes to the minutes.
 - This typically will be followed by a vote to approve the minutes.
- **Officers' reports**
 - These are simply updates and do not include votes.
- **Committee reports**
 - These are also simply updates and do not include votes.

Robert's Rules of Order

Tip Sheet Continued...

Meeting Structure Continued...

- **Old business**

- This is important business previously planned for discussion at the current meeting.
- This can include items that were discussed in the last meeting, but more information was needed or the items weren't on the agenda for vote.
- Old business can include votes.

- **Regular business**

- This is any item listed on the agenda as regular business for the body to discuss.
- The body can vote on each issue listed on the agenda.
- The body cannot vote on any item not listed on the agenda.

Robert's Rules of Order

Tip Sheet Continued...

Meeting Structure Continued...

- **New business**
 - Any new business or resolutions before the body that requires a vote.
 - This must also include a description on the agenda.
- **Announcements**
 - These are announcements from the body, but do not include votes.
- **Adjournment**
 - The meeting leader will move to adjourn, signifying the end of the meeting.

Robert's Rules of Order

Tip Sheet Continued...

Types of Motions

- **Main Motion:**
 - Introduces items to the membership for their consideration.
 - Cannot be made when any other motion is on the floor.
- **Subsidiary Motion:**
 - Change or affect how a main motion is handled, and is voted on before a main motion.
- **Privileged Motion:**
 - Bring up items that are urgent about special or important matters unrelated to pending business.
- **Incidental Motion:**
 - Provide a means of questioning procedure concerning other motions and must be considered before the other motion

Robert's Rules of Order

Tip Sheet Continued...

Types of Motions Continued...

- **Motion to Table:**
 - Used in the attempt to “kill” a motion.
- **Motion to Postpone:**
 - This is often used as a means of parliamentary strategy and allows opponents of a motion to test their strength without an actual vote being taken.
 - Also, debate is once again open on the main motion.
 - Kills the question/resolution for this session - exception: the motion to reconsider can be made this session.

Robert's Rules of Order

Tip Sheet Continued...

How to Present a Motion

Motions are presented by:

- **Obtaining the Floor**
 - Wait until the last speaker has finished.
 - Rise and address the Chair by saying, "Mr. (or Ms.) Chairman."
 - Wait until the Chair recognizes you.
- **Make your Motion using "I move that we..."**
- **Wait for Someone to Second Your Motion**
 - Another member can second your motion or the Chair will call for a second.
- **If there is no second to your motion, it is lost.**

Robert's Rules of Order

Parliamentary Procedure At a Glance

To Do This:	You Say This:	May you interrupt the speaker?	Do you need a second?	Is it debatable?	Can it be amended?	What vote is needed?	Can it be reconsidered?
Adjourn Meeting	"I move to adjourn."	No	Yes	No	No	Majority	No
Call an Intermission	"I move to recess for..."	No	Yes	No	Yes	Majority	No
Complain about the heat, noise, etc.	"I rise to a question of privilege."	Yes	No	No	No	No Vote	No
Temp suspend considering an issue	"I move to lay the motion on the table."	No	Yes	No	No	Majority	No
End debate and amendments	"I move the previous question."	No	Yes	No	No	2/3	No
Postpone discussion for a certain time	"I move to postpone discussion until..."	No	Yes	Yes	Yes	Majority	Yes
Give closer study of something	"I move to refer the matter to committee."	No	Yes	Yes	Yes	Majority	Yes
Amend a Motion	"I move to amend the motion by..."	No	Yes	Yes	Yes	Majority	Yes
Introduce Business	"I move that..."	No	Yes	Yes	Yes	Majority	Yes

Robert's Rules of Order

Parliamentary Procedure At a Glance continued...

To Do This:	You Say This:	May you interrupt the speaker?	Do you need a second?	Is it debatable?	Can it be amended?	What vote is needed?	Can it be reconsidered?
Protest breach of conduct or rules	"I rise to a point of order."	Yes	No	No	No	No Vote	No
Vote on a ruling of the Chair	"I appeal from the Chair's decision."	Yes	Yes	Yes	No	Majority	Yes
Suspend rules temporarily	"I move to suspend the rules so that..."	No	Yes	No	No	2/3	No
Avoid considering an improper matter	"I object to consideration of this motion."	Yes	No	No	No	2/3	Yes
Verify a voice vote by having members stand	"I call for a division," or "Division!"	Yes	No	No	No	No Vote	No
Request Information	"Point of Information..."	Yes	No	No	No	No Vote	No
Take up a matter previously tabled	"I move to take from the table."	No	Yes	No	No	Majority	No
Reconsider a hasty action	"I move to reconsider vote on..."	Yes	Yes	Yes	No	Majority	No

Robert's Rules of Order

Professional Meeting Etiquette

- Be timely
- Dress appropriately
- Be prepared
- Pay attention
- Participate effectively
- Be accountable
- Be social

Policy versus Micro-Management

- Defining Policy
- Defining Micro-Management
- What you can do as a board/commission member to help your organization.

Policy versus Micro-Management

- What are some Micro-Management symptoms?
- What effects does Micro-Management have ?

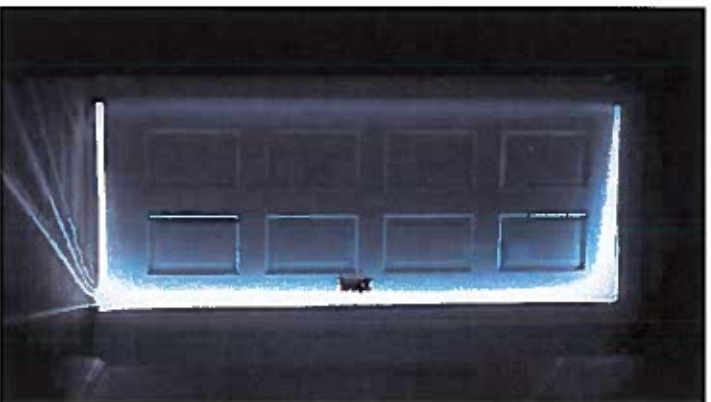


The Role of the Board

- The role of the board is at the policy level
- It includes such functions as “guiding policy” and determining agency/organization direction

Open Government

- What is Open Government?



Open Government

- What does transparency attempt to reduce in Open Government?
- What is Accountability in ethics and governance?
- What are different types of Accountability?

Open Government

- What do open government efforts aim to do?



Open Government

- What is Guam's open government policy?
- What is Guam's open government- open meetings policy?



Freedom of Information Requests

- What is the Freedom of Information Act?
- How can you request information?



Freedom of Information Requests

- The Sunshine Law
 - Every person has the right to inspect and take a copy of any public document on Guam except otherwise expressly prohibited by law.



Procurement Laws

- What is procurement?
 - Procurement means buying, purchasing, renting, leasing or otherwise acquiring any supplies, services or construction. It also includes all functions that pertain to the obtaining of any supply, service or construction, including description of requirements, selection and solicitation of sources, preparation and award of contract, and all phases of contract administration.

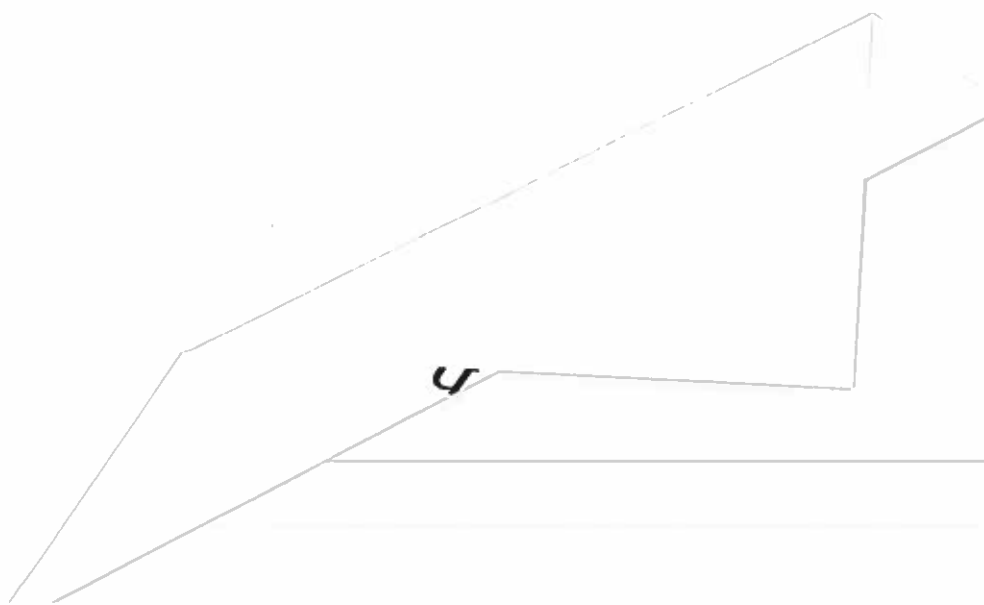
Procurement laws

- Who is covered?
 1. **Employees** - means an individual drawing a salary from a governmental body, whether elected or not, and any noncompensated individual performing personal services for any governmental body.
 2. **Governmental Body** - means any department, commission, council, board, bureau, committee, institution, agency, government corporation, authority or other establishment or establishment or official of the executive branch of the government of Guam, except for Guam Community College, the University of Guam, the Guam Public School System, and the Guam Memorial Hospital Authority.

Summary

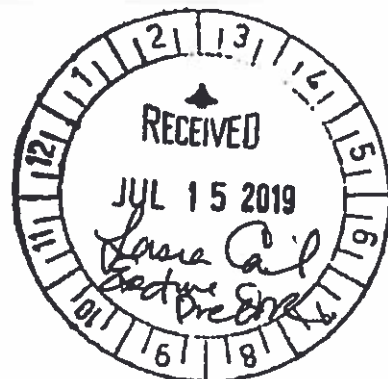
- You were appointed or elected to a board position because people believed in you and had confidence in your ability to “do the right thing” for our island community.
- Respect of the public is fragile; public perception of our board and commission members is important.

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MEMORANDUM

Date: July 15, 2019
To: Lieutenant Governor Joshua F. Tenorio
From: Acting CEO/Administrator
Subject: Comments on Draft Hagatna Master Plan



Hafa Adai!

As requested by your letter dated June, 11, 2019, attached are GEDA comments on the draft master plan. *Si Yu'os Ma'ase* for the opportunity to provide comments.

ED CAMACHO

Attachment

Cc: Director, Hagatna Restoration and Redevelopment Authority
Director, Bureau of Plans and Statistics

Comments on Hagatna Master Plan

- A significant, precedent-setting recommendation under Chapter 8 Governance, is the creation of a separate unit of government called the “City of Hagatna” with a City Council and a staff to manage the operations of the City. The plan does not assess alternatives to this recommendation and we wonder if this is something that is timely given that Guam consists of one level of government. Is Guam going to have city/county level government units like stateside and is this a governance approach desired by the people and legislature?
- Page 1.2 indicates that HRRRA and GEDA are responsible for plan implementation. Has this recommendation been vetted with GEDA management?
- Policy LU 1-4 doesn’t make sense the way it is written and Policy LU2.8 is identical to 1-4.
- Policy LU6.2 was probably intended to say “public” not “pubic”
- Policy LU 6.3 is unclear – does it intend to say that the City should emphasize infill development rather than rural development?
- Policy LU 6.6 – not familiar with the term “dark sky”
- Policy LU 6.7 – what about others?
- Policy LU 6.8 – pervious surfaces do not limit water use. They only allow storm water percolation
- Policy LU 8.2 – What does “mixed use nodes ad corridors” mean? Is this typo?
- Policy LU 10.1 – Housing projects allow?
- Page 4.2 – City Center District – decision regarding GPD needs updating as GPD is relocating to Sinajana
- Page 4.2 says no fire station but there is no recommendation. Does Agana need a fire station and if so, will Agana need a police station once GPD moves out?
- Policy PB 1.2 – laudable but unrealistic as public buildings will be located in areas where GovGuam owns the land
- Policy PB 1.3 – what does “single use nodes” mean?
- Policy PB 2.6 – shouldn’t the transit system link to public buildings and not public buildings link to the transit system?
- Chapter 6 Infrastructure
 - Policies call for the city to do many things with regard to infrastructure such as charge exaction fees but earlier policies encourage partnerships with utility agencies as they already provide service to Hagatna. It is unclear if utility agency can impose different charges for different villages.
 - 6.3 Water says Agana Heights water tank capacity will reduce from 1M gallons to 0.5M gallons if GWA implements its plans. However, no recommendation/policy is provided on whether water storage reduction is good for Hagatna



Gov. Lourdes A. Leon Guerrero <governor@guam.gov>

GWA's Comments on the Hagatna Masterplan

Ann Borja <annborja@guamwaterworks.org>

Wed, Jul 3, 2019 at 12:09 PM

To: governor@guam.gov, tony.babauta@guam.gov, jon.calvo@guam.gov

Cc: Miguel Bordallo <mcbordallo@guamwaterworks.org>, tyrone.taitano@bsp.guam.gov, thomas@guamwaterworks.org

Hafa Adai,

Attached is a letter from GWA General Manager Miguel Bordallo re: GWA's Comments on the Hagatna Masterplan.



GUAM WATERWORKS AUTHORITY

Sincerely,

*Ann D. Borja-Gallardes, CPM**Management Analyst IV, Assistant to**Miguel C. Bordallo, P.E., General Manager**Guam Waterworks Authority**Gloria B. Nelson Public Service Building**688 Route 15**Mangilao, Guam 96913**Telephone No.: (671) 300-6847 (Direct) or 300-6846**E-mail address: annborja@guamwaterworks.org***OFFICE OF THE GOVERNOR
GOVERNOR'S CHAMBER**DATE: 7-3-19TIME: 2:01 pRECEIVED BY: Dorothy Blas
GC2019-1712*Via Email: Governor Lou Leon Guerrero*

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4. Pg. 6-1. Under "Wastewater Treatment Plant", the second sentence incorrectly states the outfall diameter in "feet" when it should be "inches."
5. Pg. 6-1. Under "Wastewater Treatment Plant", the description about sludge dewatering is incorrect, irrelevant and misleading to this discussion and should be deleted.
6. Pg. 6-1. The text regarding the permit is not accurate. The current text "This permit expired in 1991 and multiple applications for renewal have been denied by the Environmental Protection Agency (EPA) due to discharged wastewater impacts to coastal water quality and the coral reef environment. The most recent NPDES re-application for the plant was submitted in 2013." Should be replaced with "The plant currently operates under an NPDES Permit issued in 2013 which is up for renewal in 2018" or similar.
7. Pg. 6-3. Policy I-1.1 is a policy statement made for GWA which seems outside the authority of the HRRRA regarding utility operations. Such policy is the sole responsibility of the Consolidated Commission on Utilities. This at least should be worded as a "recommendation" not as a "shall implement".
8. Pg. 6-4. Policies I-4.1 to 6 and I-5.1 to 6 imply that Hagåtña will provide its own water system or control the water and sewer systems and apply connection fees, etc. The Guam Waterworks Authority is the government entity responsible for the provision of municipal water and wastewater services on Guam, and its policies are set by the Consolidated Commission on Utilities. Hagåtña's municipal structure does not provide for the ownership, operation or maintenance of water or wastewater infrastructure, and therefore the policies should be deleted or revised to reflect a realistic and coordinated approach between "the City" and the utility to achieve the goals such policies are intended to accomplish.
9. Pg. 6-6. The third paragraph "Water" is correct in that the Agaña Heights tank is 0.5 MG, but the statement about reducing the storage capacity for Hagåtña is incorrect as water is supplied from other tanks as well where the capacity is being increased.
10. Pg. 6-6 Wastewater. The information used for the section is dated and could be updated.
11. Pg. 7-2 The paragraph under "Threats to Coral Reef and Seashore Reserve" states that "The coral reef and seashore reserve located by the along the bay have been experiencing threats due to shoreline erosion and sewage outfall." The new sewer outfall for the Hagåtña WWTP installed in 2012 extends 300 feet deeper and 300 feet past the reef in the Hagåtña Bay and GWA believes the impact to coral reefs have been reduced. The location of the outfall was selected to avoid coral habitat. A more accurate description of the reduced impact on coral reefs should be corrected.
12. Pg. 7-3. Under Goal S-3 and S-4, These policies stated seem to reach beyond the Hagåtña area and make policy decisions that are the sole responsibility of the Consolidated Commission on Utilities.
13. Pg. 7-4 Policy S-5.9. This should be GPA, not GWA.
14. Pg. 7-5. The first paragraph under "Water Conservation and Quality" is incorrect and seems to reverse the roles of GEPA and GWA. GWA is not responsible for "overarching environmental maintenance, such as water quality" although it is

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Gov. Lourdes A. Leon Guerrero <governor@guam.gov>

GWA's Comments on the Hagatna Masterplan

Ann Borja <annborja@guamwaterworks.org>

Wed, Jul 3, 2019 at 12:09 PM

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OFFICE OF THE GOVERNOR GOVERNOR'S CHAMBER

DATE 7-3-19TIME 2:01 pRECEIVED BY Dorothy Blas
GAC 2019-1712

Via Email: Governor Lou Leon Guerrero

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Dipattamenton Kontribusion yan Adu'ána

DEPARTMENT OF

REVENUE AND TAXATION

GOVERNMENT OF GUAM

Gubetnamenton Guåhan

LOURDES A LEON GUERRERO, Governor Maga'haga
JOSHUA F TENORIO, Lt. Governor Tiñente Gubetnadot

DAFNE MANSAPIT-SHIMIZU, Director
Diraktot
MICHELE B SANTOS, Deputy Director
Sigundo Diraktot

July 15, 2019

Ms. Lasia Casil
Executive Director
Hagatna Restoration and Redevelopment Authority
P. O. Box 2950
Hagatna, Guam 96910

Hafa Adai Ms. Casil,

Thank you for the invitation and opportunity to comment on the Hagatna Master Plan.

The public buildings planning framework proposes to physically remove and relocate the Director's Office from the Department of Revenue and Taxation's current facility in to the Hagatna City Center District. It is premised upon the shortage of land and building capacity in Hagatna given that the Department requires about 52,700 square feet (s.f.) feet to keep it under one roof. There is only enough office space to house the Director's Office. Based upon our current operational footprint, the Director's Office needs a minimum of 3,750 s.f. to house administrators, support staff and amenities. That is more than the 2,431 s.f. identified in the Master Plan.

The Department supports the overall objective to centralize the location of primary government agencies. However, as dynamic and responsive management is to its core mission to serve all its citizenry it is of paramount importance that the Department's management and operational staff are centralized and integrated within a single facility.

Senseramente,

Michele B. Santos
Acting Director

Cc: Director, Bureau of Statistics and Plans

